

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION WILDLAND FIRE MANAGEMENT TRAINING

1101 INTRODUCTION

The Department of Natural Resources and Conservation (DNRC) conducts fire management training activities in support of several goals to accomplish the fire and aviation management mission. These guidelines are offered for that purpose.

DNRC is mandated by law to "establish and maintain forest fire control training programs for state firefighters and other persons requiring training." To meet these obligations, DNRC employs several different training delivery programs.

Qualifications and certification determinations are provided by DNRC to meet agency and interagency agreements and membership in associations at all levels to ensure employee qualifications. DNRC is a member of the Northern Rockies Coordinating Group (NRCG) as a regional cooperator and the National Wildfire Coordinating Group (NWCG) as a member of the National Association of State Foresters (NASF).

1102 FIRE TRAINING OBJECTIVES AND PURPOSE

1102.1 OBJECTIVES

All DNRC Fire Management Training is predicated on these five objectives:

1. We develop safe, effective and efficient employees, trained to high levels of proficiency, to conduct wildland fire management operations.
2. We must anchor to safety, fire, and training fundamentals, and constantly adhere to these principles in any wildland fire management activity.
3. Qualifications and certifications will adhere to NWCG standards as a minimum and may exceed those standards to meet agency operational objectives. Chapter 8, Qualifications and Certifications, of this manual is offered to meet those agency needs. Qualifications and certifications may be based on other laws and agency policy (i.e., National Fire Protection Association [NFPA] Wildland Fire Driver/ Operator standards, CFR 1910.120, hazardous materials awareness, etc.) The standards of training, experience and work capacity fitness for DNRC employees is the **NWCG 310-1, Wildland and Prescribed Fire Qualifications System Guide and this manual.**
4. DNRC will meet the training needs analysis and recordkeeping requirements stipulated by law and agency policy.

5. DNRC training standards and guidelines must be open to appropriate change to meet changing operations. It must be recognized that fire management is not a static science or art. The changing dynamics of the discipline require training changes that keep pace with and support operations.

1102.2 **PURPOSE**

The purpose of these guidelines is to provide consistent direction to all DNRC fire management employees responsible for wildfire training design, development, delivery, qualifications and certification and record keeping within Montana. Performance standards, training curriculum and administrative processes must be consistent state-wide in order to:

1. Meet DNRC obligations to employees for safety and individual development;
2. Maintain programs that are responsive to laws and policies; and,
3. Meet the highest professional level of effective, efficient and safe fire management operations that is possible.

1102.3 **FORMAT--1100 MANUAL--FIRE TRAINING**

Typically, any manual delineates standards and guidelines and references laws, administrative rules (ARMs) and policy specific to the nature of that business. At times, those guidelines appear to try to substitute for rules and laws. In order to clarify requirements, these guidelines will attempt to state the laws or rules, define the DNRC standard and provide guidance for meeting the requirements and performance standard(s).

As working definitions, the following are offered:

1. The Rules = DNRC policy and procedure; State and Federal laws.
2. The Standards = National Wildfire Coordinating Group (NWCG) standards for fire and aviation management training, experience, and work capacity; for performance, qualifications and certification. The NWCG 310-1 and the Wildland Fire Training (1100) Manual is the specific direction and the foundation of the Montana Department of Natural Resources and Conservation wildland fire and aviation management qualifications and certification process. For other specific performance requirements and references; National Fire Protection Association (NFPA), Occupational Health and Safety (OSHA), Department of Transportation (DOT), Environmental Protection Agency (EPA) and the Federal Motor Carriers (FMC) standards will be referenced to avoid duplication of standards, and will be noted in this Manual as is appropriate. DNRC training materials and other programs established for specific performance needs are to be used as guidance to meet those standards.

These standards will reflect performance requirements of the fire and aviation management training program as a whole and must be met to accomplish that program. Adherence to standardized training objectives (regardless of training materials used) and record keeping processes are two prime examples.

3. The Guidelines = Avenues and opportunities to achieve the standards. There are many sources available to provide quality training. From the outset, it is important that all managers and trainers understand that the key is specific, measurable, documented performance ability. This end may be reached through several means. Formal training, and/or specific TaskBook completion are essential to the desired end result--fire management position performance. These guidelines will offer ways and means to achieve an end result--safe, effective, efficient performance.

Montana DNRC will be primarily dependent on NWCG Guidelines as the "boilerplate" for qualification. We must recognize that specific entities of our operation are better reflected by other training standards and guidelines; i.e., the NFPA. The end result, however, is that once established, regardless of original source, these will be utilized as DNRC standard developmental materials. The Chapter 8 of the 1100 Manual further defines the qualifications requirements for agency personnel.

1103 **TRAINING TO STANDARDS IS THE KEY TO REDUCING HUMAN ERROR**

Safety is the top priority in everything we do. Secondly, quality training is a means to the end for individual and team development to achieve pre-determined performance requirements. This must occur under a strong safety umbrella and is the desired outcome. Ideally, they are one and the same. You cannot be accountable for safety without top performance, and you cannot attain top performance without a commitment to safety. Top performance and safety can, and should be, the result of quality performance-driven training.

There is a tendency to think that we are simply in the fire training business. In reality, we are in the people business. The people we work with and train and develop under specific direction are the people who accomplish the fire activities. This applies in all disciplines of fire management: prevention, detection, dispatching, initial attack, extended attack, prescribed fire and large wildland fire management.

Quality training can produce disciplined, and highly motivated personnel. Quality training can also bond individuals through shared experiences and mutual challenges. Safe performance is a predictable result of performing to standard, and performing to standard is a result of training to standard. Training to standard leads directly to discipline--both collectively and individually. Disciplined individuals and operations are inherently safe.

MAJOR REASONS FOR HUMAN ERROR	
Standards are not clear, not practical or do not exist.	Management Failure
Standards exist but are not known, or ways to achieve them are not known.	Training Failure
Standards are known but are not enforced.	Leader Failure
Standards are known but are not followed.	Individual Failure

Human error is a definite cause in more than 80 percent of all accidents and/or failure to perform to standard. Future reduction in accidents or failures to perform to standard will be directly related to reducing human errors with the same potentials.

Experience in accidents or failure to perform to standard are frequently clear indicators of training weaknesses. The root cause of these problems are failure to perform to standard, or to the right standard. The solution lies in integrating safety and proper standards into our training and operational processes.

Effective training integrates safety throughout defined operations. Operations leads training. Training supports operations. Effective and efficient training is directed by operations.

Performance deficiencies can take many different forms. A primary need is for operations to define and to direct training needs. Training needs identified by defined operations must be accompanied by standards that are clear, practical and known to all. They must also be enforced by everyone involved in training implementation, qualifications and certification of personnel and in the conduct of fire management operations.

For this reason, the following is offered as a general definition of various fire management operations. Training must be directed successively at these different levels in order to achieve the desired operational and individual performance results. Often this is interpreted to refer only to suppression operations. An effective training program must support all fire management activities, not just the control and suppression aspects.

1104 **FIRE PREVENTION**

Different operational methods are employed at various Land Offices to implement fire prevention measures. Training programs for fire prevention are directed toward meeting the needs of:

1. Fire prevention planning.

2. Statistical analysis to direct fire prevention efforts.
3. Public contacts.
4. Multi-media fire prevention education materials presentation.
5. Fire origin and cause determination.
6. Fire Risk Rating in Wildland/Urban Interface areas.

The following introductory material is taken from the current DNRC Fire Prevention--700 Manual.

"Wildfires in Montana have resulted in severe damage to our timber and range resources, watersheds, wildlife habitat, recreational and aesthetic values. Additionally, wildfires have damaged or destroyed public and personal property and have caused injury and death to livestock and people. The cost to taxpayers for wildfire suppression has been tremendous. The Montana DNRC has paid over 110 million dollars in suppression costs since the 1981 fire season (9.9 million in 1988, 17.7 million in 1994, 34.9 million in 2000).

A fire can promote the growth of new and better resources. It can improve watersheds, wildlife habitat, recreational and aesthetic values. Wildfire will either promote or inhibit the spread of insects and disease in our forests. A wildfire may reduce the likelihood of a more dangerous fire at a later time by preventing, or disrupting the continuity of heavy fuel accumulations.

Recognition of both the harmful and beneficial aspects of fire in the forests and range lands of Montana has prompted those entrusted with the management of these lands to promote a carefully planned and cautiously conducted prescribed fire program to enable us to reap many of the benefits of fire. And, at the same time [promote] an aggressive fire prevention program to provide needed protection from the harmful and costly effects of wildfires."

Purpose

1. Provide guidance for continuing analysis of the relationships between weather, hazards and risks, and the occurrence of person-caused fires. In so doing, develop that ability to make the reasonable predictions as to when, where, and how wildfires are most likely to occur, thus being in a better position to prevent them.
2. Promote an aggressive fire prevention education program, both in the schools and among the general public, concerning the cautious and responsible use of fire.

3. Promote the use of those engineering techniques such as fuel management and manipulation, the use of fire breaks, inspections of timber harvesting operations, railways and power lines, and specialized techniques needed to promote wildfire prevention.
4. Clarify our role in the enforcement of fire prevention rules and regulations.
5. Establish fire prevention program implementation responsibilities on [at] the Forestry Division, Land Office and Unit levels.

Enforcement

"The fire wardens shall promptly report all fires to the department, take immediate and active steps toward extinguishing fires, report the violation of forest laws, and assist in the apprehending and convicting of offenders."

Training Function And Support

The work environment for fire prevention varies considerably. Personal contacts are primary; and field activities include one-on-one recreational contacts, risk rating and homeowner contact, timber industry contacts, fair displays, parades, etc. Interaction and coordinated activities with local government entities, in-depth planning, and implementation of planned actions are management concerns. Effective training must be designed, developed and delivered to meet those performance characteristics.

The current and future fire training program must be directed to support these DNRC fire prevention objectives and purpose. Consistent interaction between staff and field entities to establish, maintain and update a fire prevention training curriculum is necessary in order to service the technical and professional needs of fire prevention activities.

Training program development and delivery is driven by fire prevention operational needs at all levels of education, engineering and enforcement. See Chapter 5 (1150), Fire Prevention Training.

FIRE DETECTION

The DNRC fire detection program is composed of two primary elements: fixed point (lookouts) and aerial detection (fixed wing patrol aircraft).

Training programs for fire detection personnel and systems are directed toward meeting the needs of:

1. Rapid detection from fixed points, generally [from] established lookout towers.
2. Rapid detection from aerial platforms, generally light fixed-wing aircraft.
3. Consistent, accurate and timely reporting of fire occurrence.
4. Support to ground forces in locating fire occurrences.
5. Consistent, accurate communications.

The following is taken from the DNRC Fire Lookout Handbook:

"An efficient detection system is an integral part of any fire protection organization, and this depends largely on the effectiveness of the individual lookout person.

A lookout's primary function is to detect and report fires, and this must always be kept uppermost in mind. However, there are many other useful functions that the lookout can provide for the organization, and these are discussed in the handbook.

Necessity of Early Detection

The importance of early detection and reporting of fires will be stressed in the handbook. This is the essential function of an efficient fire protection organization."

Training Function And Support

The current and future fire training program must be directed to support the detection performance needs. Consistent interaction between staff and field entities to establish, maintain and update a fire detection training curriculum is necessary in order to service the technical requirements of these positions.

Detection training program development and delivery is driven by fire detection operational needs for both fixed point and aerial platforms at Unit and Land Office levels. Detection training is designed at and for the Land Office and Unit needs. Support is available from the Fire and Aviation Management Bureau; however, standards are met through adherence to the U.S. Forest Service Firefighters Handbook, specific to fixed point detection.

(Other reference materials include the Fire Pre-Suppression--800 Manual, DNRC Aviation--1200 Manual, Fire Lookout and Aerial Observer position descriptions).

1106 **FIRE PRE-SUPPRESSION**

The DNRC fire training pre-suppression program is composed of several elements. The largest portion of training delivery is undertaken as pre-suppression action to support suppression operations. Outside of fire prevention, fuels/prescribed fire and career development, eight major categories of fire training are extended to meet suppression needs. These are:

1. Direct Protection Initial and Extended Attack
2. State-County Cooperative Fire Protection Initial and Extended Attack
3. Incident Communications
4. DNRC Aviation Operations
5. Type III Overhead Team
6. Type II Overhead Team
7. Type I Overhead Team
8. Area Command / Multi-Agency Coordinating Group(s) (MAC)

1107 **FIRE DISPATCHING AND RADIO OPERATION**

Operational context for these facets of wildland fire performance needs are to be developed. Currently, there is considerable variation in dispatching and radio operation functional needs across the state. Dispatching and Radio Operator training is designed at and for the Land Office and Unit needs. Support is available from the Fire and Aviation Management Bureau; however, standards are met through adherence to the U.S. Forest Service Firefighters Handbook. (Other reference materials include the Fire Pre-Suppression -- 800 Manual, NWCG Incident Radio Operator / Dispatcher TaskBooks, NWCG "D-" course curriculum.)

1108 **FIRE SUPPRESSION**

Multiple provisions under Title 76, Chapter 13 of MCA (1995) describe the functions of the department regarding wildland fire and forested lands. Title 77, Chapter 5, part 103, (3) states ".....take such action as is authorized by law to prevent and extinguish forest, brush, and grass fire; enforce the laws pertaining to forest and brush covered lands and prosecute any violation of those laws."

The fundamental charge of the DNRC fire suppression program is to protect state and private classified forest lands from wildfire. This mandate is carried out through various forms of direct protection, county cooperative fire protection, contract

means, and offset protection arrangements with other recognized fire protection agencies.

In order for operational levels to drive training needs, it is essential to determine the complexity of incidents, at least in a general fashion.

"21.1 - Incident Complexity. [Fire staff and] line [officer] managers [at all levels] must determine complexity of an incident and assign qualified personnel as needed. More than 95 percent of all wildland fires fall within the low range of complexity and are controlled with Initial Attack and Re-enforcement forces. These are referred to as Type III and Type IV Incidents in the Incident Command System; incidents smaller than Type IV do not have a specific designation in the Incident Command System (**an agency-specific Type V incident level was designated in late 1997**). The involved agencies have the latitude to agree on qualifications that meet their needs within the local operating area for incidents at the level of Type III, IV, and smaller.

21.2 - Guidelines for Determining Incident Complexity. Following are guidelines to assist managers in determining incident complexity. The guidelines are presented in order of ascending complexity and describe the fire suppression response and the fire organization that are appropriate to the particular situation and are consistent with established fire management direction (FSM 5130). The Type V incident is the lowest level of complexity recognized in the Incident Command System, and Type I is the highest range. The Type I Incident combines in the Multi-Division and Multi-Branch classification as described in the NWCG Wildfire Qualifications Guide (310-1)."

1108.1 **FIRE SUPPRESSION - INCIDENT COMPLEXITY - INITIAL ATTACK**

1. Type V Incident. (Initial Attack). Characteristics are:
 - a. Command and General Staff positions are not activated. An experienced and qualified Advanced Firefighter/Squad Boss (FFT1) may be designated as Incident Commander. Multiple incidents of Type V complexity may be managed by a Type III or Type IV Incident Commander.
 - b. Span of control may vary from one to five firefighters, all of whom are engaged in similar tasks.
 - c. The incident is normally contained rapidly in the first operational period.
 - d. A written action plan is not required.

1108.2 **FIRE SUPPRESSION - INCIDENT COMPLEXITY - TYPE IV**

1. Type IV Incident. (Multi-Resource). Characteristics are:
 - a. Command and General Staff positions are not activated.

- b. Resources include more than five firefighters or a single Task Force or Strike Team.
- c. The incident is limited to one operational period in the control phase. Mop-up may extend into multiple periods.
- d. A written action plan is not required.

1108.3 FIRE SUPPRESSION - INCIDENT COMPLEXITY - TYPE III

1. Type III Incident. (Extended Attack). Characteristics are:
 - a. Some of the Command and General Staff positions may be activated, usually at the Division/Group Supervisor and Unit Leader Level.
 - b. Resources may vary from several single resources to several Task Forces/Strike Teams.
 - c. The incident may be divided into divisions, but MAY not meet the Division/Group Supervisor complexity for span-of-control.
 - d. The incident may involve multiple operational periods prior to control, which requires a written action plan.
 - e. Staging areas and a base may be used.

1108.4 FIRE SUPPRESSION - INCIDENT COMPLEXITY - TYPE II

1. Type II Incident. Characteristics are:
 - a. Most or all of the Command and General Staff positions are filled. A Type II Incident requires a Type II Incident Commander and General Staff functioning as a team.
 - b. Base Camp(s) is (are) established.
 - c. The incident extends into multiple operational periods.
 - d. A written action plan is required.
 - e. Many of the Functional Units are needed and staffed.
 - f. Operations personnel normally do not exceed 200 per operational shift, and total incident personnel do not exceed 500 (numbers are guidelines only).
 - g. Divisions are usually established to facilitate making work assignments in different locations. A qualified Division/Group Supervisor is not required

on Divisions established for reasons other than span-of-control or other complexity factors.

1108.5 **FIRE SUPPRESSION - INCIDENT COMPLEXITY - TYPE I**

1. Type I Incident. A Type I Incident meets all the characteristics of a Type II Incident, plus the following:
 - a. All Command and General Staff positions are activated.
 - b. Operations personnel often exceeds 500 per operational shift, and total personnel usually exceeds 1,000 (numbers are guidelines only).
 - c. Divisions almost always are established that require personnel qualified as Division/Group Supervisor.
 - d. The establishment of Branches may be required.

Training Function And Support

Most pre-suppression direct protection and county protection training is delivered through the winter and spring months, December through May. June is devoted entirely to initial attack training for seasonal and county co-op engine crews, radio operators and fire prevention personnel.

Fire pre-suppression training has one major goal: preparation of fire personnel resources to execute safe, effective and efficient fire suppression actions.

The current and future fire training program must be directed to support initial attack, extended attack, and project fire operations--in that order. Prioritization of training and dedication of existing budget must be consistent with operational frequency at each of these levels. Consistent interaction between staff and field entities to establish, maintain and update a fire suppression training curriculum is necessary in order to service the technical requirements of the appropriate positions.

Training program development and delivery is driven by fire suppression operational needs.

1109 **PRESCRIBED FIRE**

"Prescribed fire is defined as a fire resulting from ignition by persons or natural causes that is burning in wildland fuels according to approved plans, confined to a specific area, and achieving resource management objectives.

Fire management strategies for the protection, enhancement, and maintenance of resource values should include a cost-effective and practical mix of fire prevention, pre-suppression, suppression, and fuels management measures, as well as the prescribed use of fire.

Fire occurrence, fire behavior, damage from fire, and fire suppression costs can be significantly influenced by managing fuels. While fuels management deals with vegetative material as a fuel, there are other management considerations."

Prescribed Fire Policy

The Department of Natural Resources provides for the wise, controlled use of fire as a basic tool used in the resource management practices on state and private lands in Montana. Planning and application techniques and procedures will continually be refined and updated in order to develop, protect, and conserve state forest and range resources. The decision to use prescribed fire must include cost effectiveness and safety considerations."

The use of prescribed fire can take many forms. The operational environment and levels of operational complexity for prescribed fire are best described in the 400 Manual. In addition to the active field use of fire, prescribed fire actions require significant planning and other preparatory actions prior to ignition. The operational characteristics generate specific performance needs.

Training Function And Support

Prescribed fire training is delivered through the winter and spring months, December through May. Training content involves a full curriculum of fuels treatment options, fire effects, prescribed fire planning, smoke management and air quality impacts, and approval processes.

Minimal training development for prescribed fire activities takes place within the training section. Professional development is accomplished through section coordination activities with the Northern Rockies regional training center, other regional training centers and the national training center in Marana, Arizona.

Training program curricula and current requirements are detailed in the DNRC Prescribed Fire Guidelines (400 Manual) and the NWCG 310-1, Wildland and Prescribed Fire Qualifications System Guide.

FIRE MANAGEMENT TRAINING NEEDS ANALYSIS

1110 INTRODUCTION

Comprehensive needs analysis assists supervisory and fire program managers in providing the personnel resources required to meet local area and statewide DNRC fire protection program needs.

Needs analysis is conducted to achieve the following:

1. Provide a qualified and balanced workforce to meet various fire management operations performance requirements at all levels of complexity.
2. Target fire management development for employees based on individual talents and aspirations coordinated with the needs of the State.

Needs analysis is comprised of these primary elements:

1. DNRC initial attack and extended attack and major incident requirements are determined by priority of historic fire incidence and fire protection operations.
2. NRCG Zone needs are determined by priority of historic fire incidences and current fire protection operations.
3. DNRC employee needs are determined through individual development plans.
4. Personnel availability to take incident and training assignment dispatches is considered.

Staffing requirements must come first and must be determined by field analysis of "normal" job (fire or resource management), fire history, and needs for specific positions.

1111 STANDARD

DNRC employs a computer program entitled "Incident Qualifications System," or IQS, to collect and archive personnel information, to target positions for employees, and to record training and experience data for each individual. The program also produces qualifications based on training, experience and physical fitness. This program is the DNRC standard for fire management needs analysis, record keeping and qualifications and certification.

The IQS program is a tool for determining training needs to meet predetermined staffing requirements.

Montana DNRC will use the IQS program to maintain personnel fire training records, regardless of affiliation with zone dispatch centers, and/or interagency, co-location and/or coordination configurations. It is essential that the agency utilize one record keeping process. Records will be kept at the Unit, Land Office and Forestry Division, under appropriate levels of authority for records access and qualifications and certification of personnel (see Section 1186).

In 1994, the Northern Rockies Coordinating Group (NRCG) divided the Northern Region into geographic Zones for interagency cooperation in three primary areas; operations, fire business management and training. Each geographic Zone will determine training needs on an interagency basis. The criteria from which training needs of DNRC personnel are drawn remains the same. However, the process for nomination to courses, training selection and locations of training changed with the 1996 - 97 (FY97) training year. (See 1115 Training Course Nomination and Selection section at the end of this chapter).

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CRITERIA FOR DETERMINING TRAINING NEEDS

1. Functional training will be grouped in the following manner for priority of training delivery.
 - a. Group I - Initial Attack (Type V), Fire Prevention, Detection.
 - b. Group II - Extended Attack (Type IV overhead, i.e. Multi-Resource IC).
 - c. Group III - Type III Overhead (Command and General Staff).
 - d. Group IV - Type II Overhead (Command and General Staff) and subordinate Unit Leader positions.
 - e. Group V - Type I Overhead, Prescribed Fire, Area Command, Other.
2. The goal of the DNRC fire suppression program is to keep 95% of all fires at 10 acres or less. DNRC will make no major changes in detection and initial attack training content; however, program enhancements over time will occur.
3. Fire Prevention training must be maintained at a prominent level, to include overhead training past the Basic and Intermediate levels. Fire prevention training will use the DNRC standardized curriculum, beginning with agency specific needs and proceeding to the national curriculum as the curriculum is expanded.

4. Development of Type IV and Type III overhead and Initial Attack personnel in all functions is critical to increase safety, to reduce resource loss due to fire and to ensure suppression cost savings.
5. DNRC permanent personnel, specific seasonal and county co-op personnel with fire management specific positions (i.e., Unit Fire Supervisor, Rural Fire Coordinator) within the department will be trained to the following functional levels, as a minimum, based on targeted positions within those functions:

Command	IC Type III - Multi-Resource IC
Operations	Division/Group Supervisor
Planning	Unit Leader
Logistics	Unit Leader
Finance	Unit Leader

The DNRC Retention and Recruitment Task Group is currently refining the DNRC Firefighter and Dispatcher Career Ladders and developing a career ladder and matrix for all Fire Management and Leadership positions (See Appendix 8).

Personnel will not be trained to these levels in all functions. Rather, they will be trained in those functions most pertinent to their regular job, their interests and the **needs** of the department. Needs will be determined from the ground up, with emphasis on overhead development for extended attack (Type III) incidents. Land Office fire management staff will determine these needs. The Forestry Division fire training and fire suppression staff will determine their own needs and work through the SW Montana Zone. DNRC training needs should be coordinated with those of other agencies within the NRCG Zone.

- **For fire training purposes, Forestry Division will include the Forest Management Bureau of Trust Lands Management Division on the Missoula Campus and in the Southwestern Montana Zone.**
 - **For fire training purposes the DNRC, Headquarters personnel based in Helena are in the Central Montana Zone.**
6. Determination of target positions will be done by the individual, his/her supervisor and fire and aviation management staff at the Land Office and Forestry Division, referencing the following criteria. These criteria should be used for an overall determination of targets; they are not listed as priorities.
 - a. The individual's personal goals and aspirations.
 - b. The needs of the State for training Groups I, II and III.

- c. Interagency Type II Incident Management Team position needs.
 - d. National Interagency Type I and Area Command Incident Management Team position needs.
 - e. Normal job requirements.
7. Prescribed fire training needs and other training needs (National Fire Management Analysis System, etc.) are best established by normal job function requirements and will be determined on a case-by-case basis.
- Prescribed fire training is completed for resource management professional development and to comply with smoke management rules and regulations. Smoke Management training will take precedence in prescribed fire training in order to comply with air quality regulations and to assist in maintaining the slash and brush disposal activities. Trust Lands Management Division (TLMD) will be required to pay tuition and travel for TLMD personnel attending Prescribed Fire (Rx) courses.
- 8. Training needs will be forwarded to the Zone Training Representative (ZTR) annually in the spring of each year.
 - 9. Determination of the courses needed and the selection of trainees will be done collectively by the NRCG Zone and the NRCG Training Committee in the spring of each year.
 - 10. Selection of trainees and submission of nominations for courses will be done through NRCG Zones in the fall of each year, within the constraints of budget as determined by the DNRC Fire Training and Prevention Staff.
 - 11. Determination of training needs is not to be prioritized using an individual's employment status--permanent, seasonal or county cooperator. Training needs will be determined at the levels mentioned in items 5 and 6 above; based on the fire management mission for that part of the State and the managing entity. As an example, the training of selected county co-op personnel in ELO as overhead is just as important to the success of the mission in ELO as the training of NWLO permanent personnel is to the success of the fire mission in that geographic area.
 - 12. DNRC will provide appropriate numbers of personnel to the interagency "pool" of available personnel for the Zone Type II teams.
 - 13. Availability will be key in determining personnel to be selected to attend training. Land Office and the Forestry Division will be required to make available, as a minimum, the following numbers of personnel (including county

cooperators) for active membership or as alternates for the Interagency Type II teams of these dispatch zones--Western Montana and Eastern Montana (east of the Continental Divide). Note: Alternates must be fully qualified. The Fire Suppression Manual, Section 942.3, outlines the Department requirements for Team participation.

14. Type I and Area Command Overhead and specialty positions (i.e., Fire Behavior Analyst) training development will be limited to the levels of commitment determined by the Fire and Aviation Bureau Chief, with input from the field.

1113 **TIME / TASK SCHEDULE**

The following Time/Task schedule is offered as a guideline for training needs analysis. It is important to recognize that NRCG Zones boundaries do not match up with DNRC Land Office boundaries completely. An example is that the Plains Unit administratively is part of NWLO; however, for fire dispatching and training purposes it is attached to Southwest Montana Zone 2. For that reason, needs analysis within all criteria outlined above, must be driven from the Unit up (at all locations) to the Zone and then to the regional level.

<u>TRAINING NEEDS ANALYSIS</u> <u>-- TIME / TASK SCHEDULE --</u>			
MONTH	TASK	WHO	SUBMIT TO :
December 20	Annual Update of Training and Experience Records.	Individual Employees	Land Office and Fire and Aviation Staff as appropriate
January 20	Determine agency training needs for upcoming fiscal year.	Individual Units, Land Offices and Fire and Aviation Staff	DNRC training rep to NRCG Zones
February 10	Determine Zone training needs for upcoming fiscal year.	NRCG Zone Training Committee(s)	Fire Training Section* (DNRC reps only)
March 1	Determine Zone training delivery and needs from NRTC for upcoming fiscal year.	NRCG Zone Training Committee(s)	NRTC

MONTH	TASK	WHO	SUBMIT TO :
March 15	Conduct Availability Survey.	Individual Units, Land Offices, Fire and Aviation Staff	DNRC training rep to NRCG Zones
March 20	Confirm training needs for upcoming fiscal year.	DNRC fire training rep to NRCG Zones	NRCG Zones
March 20	Submit training needs to NRTC.	NRCG Zones	NRTC
June 15	Submit Qualified & Trainee personnel lists to Dispatch Centers.	Land Office fire training rep and Fire Training Staff	Dispatch Centers, Training Section, Suppression Section
June-July	Performance Appraisal, Development Plans.	Supervisors and Subordinates	Land Office and Fire and Aviation Staff as appropriate
October 15	Report on training assessment process.	Fire Training Section	Fire Advisory Committee
October 25	Submit training nominations.	DNRC fire training rep to NRCG Zones	NRCG Zone Training Committee(s)
November 1	Submit training nominations.	NRCG Zone Training Rep	NRTC

* Fire Training and Prevention Section for budget information.

1114 **MONTANA DNRC AGENCY (Sending Unit) UNIT TRAINING
REPRESENTATIVES (UTR)**

Zone 1 - NW MT	Area Fire Management Specialist, Northwestern Land Office
Zone 2 - SW MT (Includes MSO based Forestry and Trust Lands Management Personnel)	Area Fire Management Specialist Southwestern Land Office
Zone 3 - Central MT	Fire Program Manager, Central Land Office
Zone 4 - South Central MT	Unit Fire Specialist, Bozeman Unit, CLO
Zone 5 - Eastern MT (will represent all three Eastern Land Offices)	Eastside Training and Prevention Coordinator Area Fire Program Mgr., Northeastern LO Area Fire Program Mgr., Southern LO Area Fire Program Mgr., Eastern LO

1114.1 **NRCG ZONE TRAINING COMMITTEE REPRESENTATIVES (ZTR)**

The Northern Rockies Coordinating Group (NRCG) Training Committee membership includes representation from each of the geographic zones. Technical Specialists from the agencies may be included as well as individuals who have expertise in an area of interest to the Training Committee. Technical Specialists on the Training Committee must be approved by the NRCG Board of Directors.

The Training Committee current membership can be found in Appendix 5 or on the NRCG website at:

<http://www.nationalfiretraining.net/nr/nrcg.htm>

1114.2 **COURSE PRESENTATION LEVELS**

- Level 1 100, 200, and specific 300 level courses may be presented at the Zone level.
- Level 2 Specific 300 and 400 level training is completed at the NTC based on Zone input, Regional and State needs. Prescribed Fire and Instructor training should be considered and treated as 300 and 400 level training.
- Level 3 500 and 600 level training is conducted at the national level in either Boise, ID, or Marana, AZ.

1115 **TRAINING COURSE NOMINATION AND SELECTION**

1. Nominations to courses at the 200, 300, 400, 500 and 600 levels will be completed at the Zone level through the training committee. Nominations will be submitted on the standard NWCG Interagency Training Nomination Form to either Northern Rockies Training Center (NRTC) or the course coordinator of Zone sponsored courses in accordance with the Northern Rockies Training Center (NRTC) Interagency Fire Training Operating Plan (see Appendix 5).
2. Transmittal of nomination forms for DNRC personnel to course sponsors will be the responsibility of the DNRC Zone Training Rep for Presentation Level #1.
3. Transmittal of nomination forms for DNRC personnel to NRTC courses will be the responsibility of the Zone Training Rep for Presentation Level #2.
4. Transmittal of nomination forms for DNRC personnel to national courses will be the responsibility of the NRCG Training Committee through NRTC for Presentation Level #3. DNRC Training Reps must closely coordinate the nomination of agency personnel to national courses with the Fire and Aviation Management Bureau to meet budget and selection requirements. Copies of all

correspondence relating to national course nominations and selections must be routed to the Training and Prevention Section Supervisor.

5. Transmittal of nomination forms for DNRC personnel to courses at the National Fire Academy will be the responsibility of the Fire Training and Prevention Section.
6. Transmittal of selection notices will be the responsibility of the course coordinator. Notification of selection to a course must be sent to the selected trainee's agency Training Officer (DNRC Zone Training rep), and the trainee. Fire and Aviation Bureau Training and Prevention Section will receive copies.
7. Selection for all courses at any presentation level will be based on NWCG and NRTC standards for trainee candidate prerequisites and course need justifications. Prerequisite requirements are found in Chapter 8 of this Manual, the NWCG-310-1 (Appendix 1), Field Managers Course Guide (Appendix 2), NRTC course catalogue and the introductory remarks of individual course packages.

FIRE AND AVIATION MANAGEMENT TRAINING CURRICULUM

1120 INTRODUCTION

In the 1970s, wildland fire agencies came together to establish the National Wildfire coordinating Group (NWCG). NWCG created several working teams to address wildland fire issues and needs throughout the nation. The Training Working Team (TWT) was established to spearhead an effort to standardize training curriculum across agency and regional boundaries. This led to the development of the Large Fire Organization (LFO) curriculum and corresponding organizational process for the wildland fire service.

In 1983, TWT adopted the Incident Command System (ICS) concept for personnel development and organizational structure for wildland fire. The thrust behind conversion to the ICS operational system was to better adapt with emergency services organizations of other disciplines (i.e., structural fire, Disaster and Emergency Services, etc.) ICS is an "all risk" organizational system designed to provide structure for Incident Management Teams, regardless of the type of incident. Montana DNRC converted from LFO to ICS in 1984, in conjunction with all other NRCG agencies.

The curriculum standard developed below is consistent with NWCG direction. Several courses are in various stages of revision. The "I" courses range from introductory to upper level incident management in scope. These are "all risk" courses.

The "S" courses are designed to meet the needs of specific technical skill positions. These courses can be used to some extent in most "all risk" arenas. The "S" courses listed in this standard are specific to wildland fire. Some courses (supervisory and communications related) can be used toward qualifications in other than wildfire suppression activities.

The courses listed as "J" refer to Job Aids. The revision of the ICS system is intended to take into account past experience at subordinate positions in order to reach full qualifications at superior positions in specific functional areas. Job Aids are general position descriptions providing instructional aid in job functions, processes and performance requirements. Job Aids can roughly be considered similar to the position and functional descriptions provided in the Fireline Handbook.

The interrelationships of "I" and "S" courses, Job Aids and Position TaskBooks (PTB) are delineated in Chapter 8, Fire Suppression Training Qualifications and Certification. The following list identifies the DNRC standard curriculum. Unless

otherwise approved through the DNRC Fire and Aviation Management Bureau, no other courses meet wildfire qualifications standards.

NWCG provides guidance stipulating courses S-000 through S-099 as agency specific. Courses listed below that are numerically less than 100 are DNRC specific and entered into the qualifications and certification program—"Incident Qualification System (IQS)."

1121 **CURRICULUM IDENTIFICATION**

The Fire and Aviation Management curriculum is not limited to fire suppression ("I", "S" and "J"). Within the Incident Qualification System, we have identified the following areas for individual development.

- A = Administrative/Executive Courses
- D = Dispatch Function Courses
- E = Education and Trainer Development Courses
- FI = Fire Investigation
- I = Incident Command Courses - Fire Suppression
- J = Job Aids - Fire Suppression (Note: Many Job Aids are still in development. Until they are published, existing "S" courses are used for training in those positions).
- L = Leadership
- M = Emergency Medical Services Courses/Management Courses
- P = Prevention Courses
- Rx = Prescribed Fire Courses
- S = Skill Courses - Fire Suppression

In order to fully service the developmental needs of DNRC personnel involved in fire management, we need to apply a combination of elements; that is, formal training curriculum, experience, and for fire suppression, physical fitness requirements.

1122 **FIRE AND AVIATION MANAGEMENT CURRICULUM**

1122.1 **ADMINISTRATIVE / EXECUTIVE DEVELOPMENT COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
A-001	DNRC Line Officer
A-002	Fire Management for Local Area Administrators
A-003	Fire Program Management
A-004	Human Resource Specialist
A-005	NFA Executive Fire Officer Program
A-006	NFA Executive Development (NFA #R123)
A-007	NFA Executive Leadership (NFA #R125)
A-008	NFA Strategic Management of Change (NFA #R130)
A-009	NFA Leadership and Administration (NFA #810)
A-010	NFA Fire Service Communication (NFA #R107)
A-011	NFA Organizational Theory In Practice (NFA #R331)
A-012	NFA Interpersonal Dynamics in Fire Service Organizations (NFA #R332)
A-013	NFA Executive Planning (NFA #R506)
A-014	NFA Community Fire Protection : Master Planning (NFA #R802)
A-015	Simulation – Train the Trainer
A-020+	NFA Outreach Courses (various)

1122.2 **DISPATCH FUNCTION COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
D-110	Dispatch Recorder
D-111	Entry Level Dispatcher (previously D-105)
D-310	Support Dispatcher
D-510°	Supervisory Dispatcher

1122.3 **EDUCATION AND TRAINER DEVELOPMENT COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
E-001	Effective Presentations
E-003	Methods of Instruction
E-100	NFA Fire Service Instructional Methodology (NFA #R113)

E-200	Engine and Water Use Instructor Training
E-210	Effective Fire Management Presentations
E-300	NFA Fire Service Course Design (NFA #R114)
E-400	NFA Training Program Management (NFA #R342)

1122.4 **INCIDENT COMMAND SYSTEM (ICS) COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
I-100	Introduction to ICS
I-200	Basic ICS
I-300	Intermediate ICS
I-400	Advanced ICS
I-401	Multi-Agency Coordination
I-402	ICS for Executives

1122.5 **JOB AIDS**

<u>AID #</u>	<u>AID NAME</u>
J-236	Staging Area Manager
J-252	Ordering Manager
J-253	Receiving and Distribution Manager
J-254	Base / Camp Manager
J-255	Equipment Manager
J-257	Incident Communications Center Manager
J-259	Security Manager
J-342	Documentation Unit Leader
J-375	Air Support Group Supervisor
J-445	Training Specialist
-----	Expanded Dispatch Job Aids

1122.6 **MANAGEMENT COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
M-410	Facilitative Instructor
M-471°	Interagency Aviation Management and Safety
M-480	Multi-Agency Coordination Group
M-580°	Fire in Ecosystem Management
M-581°	Fire Program Management

°NARTC Courses.

1122.7 **EMERGENCY MEDICAL SERVICES COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
M-001	First Aid
M-002	Cardio Pulmonary Resuscitation
M-100	Emergency Medical Technician
M-200	Incident Medical Specialist Orientation
M-201	Incident Medical Specialist

1122.8 **FIRE PREVENTION COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
P-100	DNRC Basic Fire Prevention
P-110	Inspecting Fire Prone Property
FI-210	Wildland Fire Investigation and Origin Determination
P-152	NFA Fire Cause Determination for Company Officers (NFA #R811)
P-200	DNRC Intermediate Fire Prevention
P-201	NFA Presenting Effective Public Education Programs (NFA #R116)
P-251	NFA Fire Arson Investigation (NFA #R101)
P-252	Vehicle Fire Investigation
P-253	DNRC Level 3 Fire Investigation
P-254	DNRC Level 2 Fire Investigation
P-351	NFA Management of Fire Prevention Programs (NFA #R225)
P-352	NFA Strategic Analysis of Community Risk Reduction (NFA #R309)
P-353	Public Education Leadership (NFA #R343)

1122.9 **PRESCRIBED FIRE TRAINING**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
RX-300	Prescribed Fire Burn Boss
RX-310	Introduction to Fire Effects (previously RX-340)
RX-410	Smoke Management Techniques (previously RX-450)
RX-540°	Applied Fire Effects

1122.10 **FIRE SUPPRESSION SKILLS COURSES (AGENCY SPECIFIC)**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
S-001**	DNRC Basic Wildland Firefighter
S-002***	DNRC ICS General Familiarization
S-003**	DNRC Life in Fire Camp
S-005	DNRC Lookout
S-006	DNRC Aerial Observer
S-008**	DNRC Senior Engine Boss/Fire Team Leader
S-009**	DNRC Initial Attack Engine Squad School/ICT5
S-011**	DNRC Water and Pumps
S-012**	DNRC Powersaws
S-013**	Standards for Survival
S-014**	DNRC Standards for Survival Refresher (4 hour)
S-015	Look Up, Look Down, Look Around
S-016**	DNRC Type VI Engine Driver/Utility
S-017**	DNRC Type III Engine and Water Tender Driver/Operator
S-020	DNRC Basic Wildland Firefighting
S-021	DNRC Intermediate Wildland Fire Fighting
S-022***	DNRC Rural Wildland Fire Multi Resource Incident Management
S-030**	DNRC Helicopter Operations
S-031**	DNRC Helicopter Manager (working on in FY 03)
S-032***	Interagency Aviation Mgmt and Safety (see M-471)
S-033	Senior Level Aviation Management
S-040**	Hazardous Materials Awareness
S-050	DNRC Level 3 Fire Investigation
S-051	DNRC Level 2 Fire Investigation
S-060	Probeye Operator
S-090**	DNRC Fire Business Management Principles
S-091	Northern Rockies Buying Team
S-092	Northern Rockies Fire Procurement

** Indicates courses that contains critical knowledge and skills required for DNRC personnel to conduct safe, efficient and effective operations on a wildfire. Training in these courses or an equivalent course with like learning and performance objectives is mandatory for DNRC personnel, for specific positions.

*** No longer offered and supported by DNRC; however, these courses will appear in qualification records.

1122.11 **FIRE SUPPRESSION SKILLS COURSES**

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>
S-110	Wildland Fire Suppression Orientation
S-130*	Firefighter Training
S-131	Advanced Firefighter Training
S-132	Standards for Survival
S-133	Look Up, Look Down, Look Around
S-134	LCES
S-190*	Introduction to Fire Behavior
S-200	Initial Attack Incident Commander
S-203	Introduction to Incident Information
S-211	Portable Pumps and Water Use
S-212	Wildfire Power Saws
S-215*	Fire Operations in the Urban Interface (prev. S-205)
S-216	Driving for Fire Service
S-230	Crew Boss (Single Resource)
S-231	Engine Boss (Single Resource)
S-232	Dozer Boss (Single Resource)
S-233	Tractor/Plow Boss (Single Resource)
S-234	Ignition Operations
S-244	Field Observer
S-245	Display Processor
S-248	Status/Check-in Recorder
S-258	Incident Communications Technician
S-260	Interagency Incident Business Management
S-261	Applied Interagency Incident Business Management
S-270	Basic Air Operations
S-271*	Interagency Helicopter Training (previously S-217)
S-281	Supervisory Concepts & Techniques (previously S-201)
S-290*	Intermediate Wildland Fire Behavior
S-290*	Intermediate Wildland Fire Behavior (CD Version) (see Section 1125)
S-300	Extended Attack Incident Commander
S-330	Task Force / Strike Team Leader
S-336*	Fire Suppression Tactics
S-339	Division / Group Supervisor
S-346	Situation Unit Leader
S-347	Demobilization Unit Leader
S-348	Resources Unit Leader
S-354	Facilities Unit Leader
S-355	Ground Support Unit Leader

S-356	Supply Unit Leader
S-357	Food Unit Leader
S-358	Communications Unit Leader
S-359	Medical Unit Leader
S-360	Finance/Administration Unit Leader
S-371	Helibase Manager
S-378*	Air Tactical Group Supervisor
S-381	Leadership and Organizational Development (previously S-301)
S-390*	Introduction to Wildland Fire Behavior Calculations
S-400	Incident Commander
S-403	Information Officer
S-404	Safety Officer
S-420	Command and General Staff
S-430	Operations Section Chief
S-440	Planning Section Chief
S-443	Infrared Interpreter
S-445	Training Specialist
S-450	Logistics Section Chief
S-460	Finance/Administration Section Chief
S-470*	Air Operations Branch Director
S-490*	Advanced Wildland Fire Behavior Calculations
S-491	National Fire Danger Rating System
S-492	Long Term Fire Risk Assessment
S-493	FARSITE – Fire Area Simulator
S-520°	Advanced Incident Management
S-580°	Advanced Fire Use Applications
S-590°	Advanced Fire Behavior Interpretation
S-620°	Area Command

*Indicates a course that contains critical knowledge and skills required for safe operations on a wildfire. Training in this course or an agency equivalent course with like learning and performance objectives is mandatory. Statistics indicate that lack of this type of knowledge and/or skill may have contributed to accidents. These courses are required of DNRC personnel for specific positions in addition to those noted by "***."

1123 **COURSE DEVELOPMENT**

Internal (position specific, or S-000 to S-099) fire and aviation training development must adhere to the NWCG Interagency Course Development and Format Standards.

FIRE MANAGEMENT COURSE CERTIFICATION

Each course within the NWCG curriculum includes a course certification statement. This certification statement attests that the course materials offered within that package were developed under the NWCG Interagency Course Development and Format Standards. Each course is certified by the NWCG Training Working Team (TWT) Liaison and the current Chairperson of the TWT.

Montana DNRC will adhere to the nationally established course development and format guidelines for courses developed within the agency, effective January 1, 1996. Current courseware meets established content standards.

Current agency specific courses need not be revised to meet the format standards at this time. As revision for existing courses and new course development takes place, that course work will meet the NWCG standards.

Certification of DNRC agency specific training must be reviewed by the Fire and Aviation Management Bureau Training and Prevention Section, or field trainers approved by the Section prior to instructional presentation. Course certification will require the signatures of the Chief, Fire and Aviation Management Bureau, and the Supervisor, Fire Training and Prevention Section. This includes courseware currently in use and courseware proposed for development.

A sample certification statement follows.

COURSE CERTIFICATION STATEMENT

The following wildland fire training materials attain the development and format standards prescribed for courses under the guidelines established by the National Wildfire Coordinating Group and the Montana Department of Natural Resources and Conservation.

The guidelines utilized follow those established by the NWCG, "Course Development and Format Standards." This instruction is certified for use within the State of Montana Fire and Aviation Management training curriculum for professional development and is known as:

E-210, EFFECTIVE FIRE MANAGEMENT PRESENTATIONS



**MONTANA DEPARTMENT OF NATURAL RESOURCES
AND CONSERVATION**

FIRE AND AVIATION MANAGEMENT BUREAU

MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

COURSE CERTIFICATION STATEMENT

E-210, EFFECTIVE FIRE MANAGEMENT PRESENTATION

This course meets the minimum requirements for entry level Wildland Fire Instructors as stipulated by the Montana Department of Natural Resources and Conservation, Fire Training Standards and Guidelines (1100 Manual, January 2003). Successful completion of this course will enable the instructor to present courses at the 100 and 200 curriculum level.

Chief, Fire & Aviation Management Bureau
Forestry Division
Montana DNRC

Supervisor, Fire Training and Prevention Section
Fire & Aviation Management Bureau
Forestry Division
Montana DNRC

S-290, INTERMEDIATE FIRE BEHAVIOR

DNRC permanent or seasonal employees pursuing the NWCG Single Resource Boss qualification or higher operations fire positions **should** attend the entire 32-hour NWCG S-290: Intermediate Fire Behavior classroom course.

Permanent DNRC employees or seasonals that may or may not regularly engage in either wildfire or prescribed fire assignments (i.e. Foresters, Nursery Workers, Staff Specialists) may use the self-study NWCG S-290 CD-ROM training program. It is recommended that the following training guidelines be adhered to:

1. Use of the self-study S-290 CD ROM fire behavior curriculum should be approved by the Area Fire Program Manager or his/her designee on a case-by-case basis.
2. The Area Fire Program Manager or his/her designee should monitor and proctor the student's progress.
3. The student shall satisfactorily perform a spot fire weather forecast request by "taking" the necessary field weather observations using a standard belt weather kit.
4. The unit and final computer generated exam scores shall be forwarded to the Area Fire Training Representative for grading and record keeping purposes.
5. If the student fails the computer generated final exam, it is recommended that the student attend the entire 32-hour S-290 classroom-based course.

TRAINING INSTRUCTOR QUALIFICATIONS

1130 INTRODUCTION

Quality instruction first requires qualified instructors. Certification of employees for fire qualifications for any position must meet the national standards at a minimum.

All training must be presented by instructors qualified to perform the position being trained. Instructor standards of the Department of Natural Resources and Conservation training personnel will be suited to the level of instruction and be progressive in nature.

Obligations in Training

First and foremost, we are interested in providing the necessary training for our personnel to safely perform their jobs in the wildfire or prescribed fire environment. Secondly, our obligations are to provide training that will best develop the employees ability to perform effectively and efficiently. Throughout, we strive to provide an appropriate level of service to meet our fire protection responsibilities.

DNRC capabilities to extend training in order for employees to meet expectations of performance and operations are key to operational success. Strict adherence to instructor qualifications is a must for safety of the individual, proper instruction, fulfilling commitments to cooperating agencies, complying with state and federal laws, and protecting the interests of both the individual and the State.

1131 INSTRUCTOR CERTIFICATION

Certification of instructors is defined as:

Agency accreditation of personnel completing a specified course of instruction as development for fire training presentation and education as stipulated within these standards.

1. Certification includes issuance of documentation stating those qualifications and the level of training the instructor may present.
2. Certification is issued upon completion of instructional development course requirements.
3. The letter of certification is maintained in the individual's fire training file.

4. Certification is issued by the Fire and Aviation Management Bureau's Fire Training and Prevention Section, or the DNRC Training Representative (UTR) as stipulated in Part 1114.
5. **A listing of certified fire and aviation management instructors will be maintained at each of the Land Offices. Updates will be required annually. A list will be sent to the Fire Training and Prevention Section Supervisor at the same time as red carding is done for other qualifications.**
6. All instructors must fully meet the red card qualifications stipulated in each instructional package in addition to the instructor certification requirements.
7. There will be an annual critique of one Unit of instruction by a qualified instructor at level II or III.

NOTE: The Incident Qualification System software has a module for individual instructor qualifications. Effort should be made to record all instructor information in IQS.

QUALIFICATIONS LEVELS AND CERTIFICATION REQUIREMENTS

<u>LEVEL OF INSTRUCTION</u>	<u>INSTRUCTOR CERTIFICATION REQUIREMENT</u>	<u>CURRENCY REQUIREMENT</u>
<u>INSTRUCTOR I</u> Agency Specific S-000 through S-009 NWCG 100 & 200 level	<ol style="list-style-type: none"> 1. Completed the course being presented or its equivalent. 2. Qualified (red carded) at or above the course being presented. 3. One experience as adjunct or assistant instructor to a fully qualified instructor. 4. 32-hour Effective Fire Management Presentations 1. <u>OR</u> 2. Fire Services Training School Instructor I, 3. <u>OR</u>, 4. Other commensurate instructor development course; i.e., Facilitative Instructor, as determined by a qualified DNRC Fire Training Officer. 5. Coaches for seasonal training programs <u>must complete</u> a workshop on <u>Training in Context</u> as outlined by the Fire Services Training School. (Workshop may be conducted by FTS or Fire Training Section). 	16 hours of instruction annually

<u>LEVEL OF INSTRUCTION</u>	<u>INSTRUCTOR CERTIFICATION REQUIREMENT</u>	<u>CURRENCY REQUIREMENT</u>
<u>INSTRUCTOR II</u> NWCG "S" or "I" 300 level	As above (and National Fire Academy Educational Methodology preferred, but not required).	8 hours instruction annually
<u>INSTRUCTOR III</u> NWCG "S" or "I" 400, 500 or 600	As above <u>AND</u> National Fire Academy Educational Methodology or equivalent as determined by the DNRC Fire Training Staff.	4 hours instruction annually

1133 PRIVATE CONTRACT TRAINERS

In recent years the availability of private contractors as fire training instructors has increased significantly. Currently, twenty organizations have signed a Memorandum of Understanding (Appendix 4) with NRCG as private contract trainers that agree to adhere to NWCG standards. DNRC training personnel approached by private training providers must advise them of the NRCG Memorandum of Understanding and the requirement to have a MOU to provide NWCG/NRCG recognized training. It is recommended that DNRC use only private contract trainers who have signed a training MOU with NRCG.

DNRC may also employ or hire individuals as trainers through the short-term worker or Express Services. These short-term workers do not have to have a Memorandum of Understanding with NRCG, as long as they meet the instructor qualification for the course they are presenting. It is also acceptable to enter into a contract with trainers to provide a specific service outlined in the contract.

Information on requirements for Private Contract Trainers can be found on the NRCG website at:

<http://www.fs.fed.us/r1/fire/nrcg/>

FIRE SAFETY TRAINING

1140 INTRODUCTION

Essentially, the primary laws we have been able to research at this time regarding safety training refer to hazardous materials awareness and handling.

To the best of our knowledge, there are no specific laws relating to safety training for wildland fire suppression. However, there are many standard rules adhered to by wildland firefighting agencies. These rules are not necessarily cited in any specific document for wildland firefighting; rather they are specified through all training materials relating to the discipline. The basics are the 10 Standard Firefighting Orders and the 18 Situations That Shout Watch out!

It is the nature of fire management activities to involve the obvious fire hazards and some risk to all employees engaged in those activities. Safety training is provided in several different ways and means to mitigate these circumstances to the fullest extent possible.

Safety training is an integral part of all wildland fire training programs, and it is the obligation of the employer and supervisors to ensure that individual firefighters are trained to the fullest extent possible to provide for individual health and welfare.

During and following the 1994 and the 2001 fire seasons' tragic incidents that occurred nationwide and cost the lives of many firefighters, an appropriate and renewed emphasis has been placed on firefighter safety. Developing and maintaining a passion for safety is the responsibility of all firefighters, and particularly for those people that train and supervise firefighters.

The following commitments to firefighter safety issues are demanded of all DNRC personnel involved in wildland fire management.

Department of Natural Resources and Conservation **Commitment to Firefighter Safety**

In the State of Montana, we often say "our employees are our most important resources." All Montana wildland firefighters, and their supervisors must adopt and display safety behaviors that support that concept. The following actions will positively supplement the strong safety ethics we need in our firefighting personnel. We should all be proud of Montana's past Fire and Aviation safety record.

The firefighting community keeps a large number and variety of statistics for several reasons. The statistics that mean the most, and are the very best record Montana DNRC has thus far, are three zeros:

0 wildland fire serious injuries
0 wildland fire shelter deployments
0 wildland fire fatalities.

That's a record we must maintain.

We cannot rest on our successes; we must continue to look forward and search for ways to strengthen our fire safety program. The following items describe the:

"Firefighter Code of Conduct"

- **Firefighter safety comes first on every fire, every time.**
- **The 10 Standard Fire Orders are firm . . . we don't break them; we don't bend them.**
- **Every firefighter has the right to know that his or her assignments are safe.**
- **Every fireline supervisor has the responsibility to confirm that safe practices are known and observed.**

We are required to make this part of our ordinary operating procedure. **All line officers are expected to make sure the all employees know these principles, and that they understand that these procedures are never to be compromised.**

Commitments

We must be committed to take the following actions to institutionalize safe wildland firefighting for the State of Montana:

- Fire and Aviation Management Bureau staff will contact each Area Manager at least twice during each fire season to check on readiness and safety considerations in their fire programs.
- Fire and Aviation Management Bureau staff will personally review Fire Presuppression readiness inspections and reports to ensure that safety and training programs are in place to generate the critical skills necessary for firefighter health and welfare. There will be annual follow-up to ensure that these programs are being implemented and to evaluate their effectiveness.

All wildland fire staff will be held accountable to ensure that firefighter safety is never compromised by any social or political pressures during strategic, or tactical decision-making. We have no business compromising firefighter safety because of social demands for fire protection in any fuel type, in any location.

Expectations

- The entire DNRC firefighting resource is responsible for its own and its fellow firefighters' safety. This includes all aspects of firefighting on the line – the 10 Standard Orders and the 18 Situations That Shout Watch Out! and the elements of fatigue that enter into lengthy fire incidents, or long-term fire situations.
- Each line officer will brief incoming Incident Management Teams on his/her expected adherence to the "Firefighting Code of Conduct."
- Each Area Manager, Area Fire Staff, Unit Manager, Unit Fire Supervisor, Fire Team Leader, and Engine Boss required to undertake fireline duties will ensure that those fire personnel and their subordinates have taken the Standards for Survival training and annual refresher of same (see Section 1141.1). Requirements of field personnel apply to Fire Staff. Requirements of DNRC personnel will apply to Emergency Firefighters (EFFs).
- Each Area Manager, Area Fire Staff, Unit Manager, Unit Fire Supervisor, Fire Team Leader and Engine Boss will ensure that operations personnel or any positions that go on the fireline meet the NWCG physical fitness standard (as stipulated in the 800, Pre-suppression Manual) prior to dispatch. Requirements of field personnel apply to Fire Staff. Requirements of DNRC personnel will apply to Emergency Firefighters (EFFs).

Ensure that all current (DNRC) and potential (EFF) employees of DNRC are informed that the mobilization of local government forces guidelines are written to clarify and stipulate:

Any and all personnel hired for fireline duty by DNRC will meet or exceed the NWCG arduous physical fitness requirement.

Personnel not meeting training, experience and physical fitness requirements will not be placed in a position requiring fireline duty.

Safety has always been the most important factor in DNRC wildland fire training and operations. It must continue to be.

Above all, Montana DNRC must hold firm to the concept that our employees are our most important resource, and that no one in DNRC or connected with State of Montana wildland fire suppression will violate the "Firefighting Code of Conduct" and threaten the lives of those that protect our natural resources.

Safety training and awareness is the most important factor of employee development. These standards are offered in a separate section in order to emphasize their importance. They are also later included in Chapter 8, Qualifications and Certification.

1141 **WILDFIRE SAFETY TRAINING STANDARDS**

1141.1 **STANDARDS FOR SURVIVAL**

1. All personnel placed on the fireline or in fire camp, in any function or capacity, must complete the NWCG Standards for Survival S-132 (8 hours) prior to undertaking fire suppression actions. DNRC S-013 is equivalent to NWCG S-132 and is acceptable to meet this requirement.
2. All personnel placed on the fireline or in fire camp, in any function or capacity, must complete the DNRC S-014, Standards for Survival, Fire Shelter Deployment (4 hour refresher) training program annually, following successful completion of Standards for Survival (8 hours) referenced above. Completion of the following will satisfy currency (annual refresher) requirements; however, it must include a practice fire shelter deployment in the field in full fireline gear and PPE.

S-133, Look Up, Look down, Look Around
Point Fire Investigation
Case Studies, Fire Entrapments and Burnovers

S-134, LCES
Thirtymile Fatalities
L-180, Human Factors
Entrapment Avoidance

Other Training or Case Studies approved by Fire and Aviation
Management Bureau

3. All practice fire shelter deployments must be completed in full Personal Protective Equipment and fireline gear. For individuals without fireline qualifications who will not perform fireline duties shelter deployment will be in full nomex, gloves, hard hat and boots, as a minimum. Shelter deployments must be completed within NWCG standards as outlined in the S-132, Standards for Survival training program.
4. It is recommended, but not required, that ALL personnel involved in fire suppression activities, regardless of functional position, complete the Standards for Survival training course.

1141.2 **DRIVER/OPERATOR STANDARDS**

DNRC will utilize the NFPA Standard 1002; Chapters 1,2 and 6 as the base for DNRC Driver/Operator standards. The training curriculum, S-016, Type VI Engine Operation, and its continuation, S-017, for Type III Engine, is the minimum standard for Driver/Operator training for the agency. It is recommended that personnel attend the Advanced Driver Education Program held in Lewistown as opportunities arise.

1141.3 **CHAINSAW/FALLER STANDARDS**

Field Units currently implement a variety of training sessions for personnel chainsaw skills development. Field performance standards outlined in NWCG's S-212, Wildfire Power Saws Course, shall be utilized. See DNRC's Wildland Firefighter II, I and ICT5 Instructor's Guide, Book 2 for details. If Task Books requirements for fire suppression positions are met, standards for chainsaw use are met in the process. The US Forest Service Class C Falling Standards for specific DNRC employees is an ongoing agency coordination issue. Contact the Fire Training and Prevention Section for further assistance.

HAZARDOUS MATERIALS

As first responders, DNRC firefighters must be trained to the Hazardous Materials "Awareness" level. The following are laws relating to the need for extent of Hazardous Materials Awareness standards and training.

MCA 50-78-102. Employee and Community Hazardous Chemical Information Act

MCA 50-78-203. Notice Required. - Materials Safety Data Sheets

MCA 50-78-204. Employee Rights. MCA 50-78-305. Employee Education Program

CFR 1910.120 : 29 CFR Ch.XVII (7-1-93 Edition -- page 407 "First Responder Awareness Level Training").

HAZARDOUS MATERIALS AWARENESS

1. S-040, DNRC Hazardous Materials Awareness will be the standard curriculum implemented to meet haz-mat awareness training. Currently, the Union Pacific Railroad publishes a course of instruction, "Hazardous Materials - Awareness Level" that DNRC will use for this training or the R & M Multimedia Inc.'s Hazardous Materials Awareness Level, Interactive Computer Based CD ROM Program. Initial Training consists of 4-6 hours of instruction. Annual refresher training consists of 2-4 hours of instruction. Written testing follows both sessions. The training is centered around the use of the Emergency Response Hazardous Materials Identification Guidebook (ERG). The current ERG is the 2000-2003 that is updated nationally every three years.
2. Training is completed at the Division, Land Office and Unit levels. Training delivery can be accomplished through qualified trainers of either DNRC or the local fire department provided the stipulations of OSHA 1910.120, 29 CFR Ch., XVII (7-1-93 edition, "Qualifications for Trainers," page 393), are met.
3. The standard for training will be the Union Pacific Railroad Hazardous Materials Awareness 4-hour training program. This training must be completed for seasonal initial attack personnel within the first 30 days of employment. An annual 2-hour refresher training session on hazardous materials awareness and the use of the identification manual is required.

4. It is imperative during the training that personnel are made fully aware that DNRC is NOT a hazardous materials response agency. The awareness level of training is strictly designed for employee safety and avoidance of hazardous situations and is not designed for hazard mitigation.
5. **Only in rare circumstances will DNRC personnel be trained past the awareness level to any level of operational response for Hazardous Materials incidents. Area Manager or Bureau Chief approval is required to be trained past the awareness level.**

6. Additional References Include:

"Worker Protection Standards for Hazardous Wastes Operations and Emergency Response; Final Rule" -- Environmental Protection Agency.

"Hazardous Waste Operations and Emergency Response; Final Rule" -- Department of Labor, Occupational Safety and Health Administration.

"Fire Service Supervisory Responsibility and Liability Management"--Bill Westfall, Assistant Director, Institute for Liability Management (a training presentation handout).

"Canton vs. Harris"--an article of a court case concerning training liability regarding law enforcement personnel.

The SARA (Superfund Amendments and Re-Authorization Act) also describes various statutory authority that may well effect our responsibilities as employers, supervisors and trainers.

7. At this time DNRC has no requirements to provide any training to any level of the organization for Homeland Security.

1143

FIRST AID

1. DNRC employees engaged in firefighting are required to complete 8 hours of Basic First Aid training. Qualifications as an entry level Firefighter II require first aid skills completed through either the Basic First Aid or Red Cross Multi-media First Aid training course.
2. First Aid Training is to be completed at either the Land Office or Unit level within the first 30 days of employment.

3. First Aid training is to be retaken every 3 years. This training can be acquired through the Red Cross or through EMT's associated with local fire departments. Documentation of the training will be the issuance of a First Aid Card upon successful completion of the training, and the recording of the successful completion of S-070, First Aid, in the IQS program.

1144

CARDIO-PULMONARY RESUSCITATION

1. DNRC employees engaged in firefighting are required to complete 8 hours of Cardio-Pulmonary Resuscitation (CPR) training. Qualifications as entry level Firefighter II require CPR skills.
2. CPR is to be completed at either the Land Office or Unit level within the first 30 days of employment.
3. Training in CPR is to be retaken every 3 years. This training can be acquired and completed through qualified instructors of local fire department or hospital services. Documentation of the training will be the issuance of a Cardio-Pulmonary Resuscitation certificate of completion or CPR card upon successful completion of the training, and the recording of the successful completion of S-071, Cardio-Pulmonary Resuscitation, in the IQS Program.

1145

PERSONAL PROTECTIVE EQUIPMENT

Training in the proper use of personal protective equipment (PPE) must be completed as part of the beginning firefighter training, normally initiated in June of each year. Proper use of PPE is required of all personnel involved in firefighting actions, permanent, or seasonal. (See 800 manual "Pre-suppression Guidelines). Training in the proper use of PPE includes the following items and must be addressed for employee protective measures as well as to meet full qualifications.

Boots – 8” lug sole (NFPA 1977)

Fire-resistant trousers (NFPA 1977)

Fire-resistant shirt (NFPA 1977)

Gloves (NFPA 1977)

Hardhat (NFPA 1977)

Goggles or eye protection

Ear Plugs

Chainsaw Chaps

Fire shelter (NFPA 1997)

Personal First Aid Kit

Personal Canteens

FIRE PREVENTION TRAINING

1150 INTRODUCTION

The Fire Prevention duties have been deleted from fire suppression position(s) Task Book requirements. They remain in job descriptions of duties normally undertaken by seasonal and permanent personnel.

Requirements for training are based upon position needs of knowledge, skills and abilities, but are undefined regarding working environment, expectations and performance requirements. Expectations and requirements also vary among the various Units and Land Offices. Therefore, no standard of performance is offered in this manual. The following courses are customarily delivered semi-annually or as demand dictates:

- P-100, DNRC Basic Wildland Fire Prevention
- P-200, DNRC Intermediate Wildland Fire Prevention
- P-151, NWCG Wildfire Origin and Cause Determination
- P-130, DNRC Wildland Fire Cause Determination for First Responders

It is recommended that all seasonal employees receive the P-100/200 Prevention Courses. These courses are required before an employee can advance to the Grade 10 firefighter level. Additional Fire Prevention courses can be obtained through local, state, regional and national outlets dependent upon individual employee development plans and performance needs (See Fire Management Curriculum, Chapter 2 of this manual).

It is recommended that each Unit and Land Office look for opportunities to further develop Prevention Training by taking advantage of other resources including, but not limited to:

- The Annual Northern Rockies/Great Basin Fire Prevention Workshop
- Local and National Firewise Training Workshops
- Pertinent Prevention and Investigation Courses

Development standards are individual to the Land Office and Unit for performance needs and are attained through individual development plan and performance appraisal.

FIRE SUPPRESSION TRAINING

1160 FIRE SUPPRESSION TRAINING

Fire suppression is defined as “All the work of extinguishment or confining a fire beginning with its discovery.” This Chapter will set the Standards and Guidelines for fire suppression training for DNRC.

1161 FIRE SUPPRESSION AVIATION TRAINING

It is a POLICY of the DNRC that ALL PERSONNEL functioning on behalf of the Department will be qualified according to the criteria defined in this section. DNRC Aviation personnel and others participating in aviation will be fully qualified per the NWCG "Wildland and Prescribed Fire Qualification System Guide (PMS 310-1, January, 2000)."

NOTE: Reference the 1500 “Fire Air Operations Manual” for further information on DNRC operated aircraft.

1162 DNRC SEASONAL TRAINING

The Montana Department of Natural Resources and Conservation trains its personnel in both general and highly specialized areas. Seasonal fire management personnel training programs are implemented to meet the needs of job descriptions and job performance requirements.

The training and job performance requirements at each level utilize national standards as a minimum, and in most cases exceed those standards for qualification at that specific level. As a Department of Natural Resources and Conservation seasonal fire management employee, qualifications are derived from a combination of training and experience. Both requirements must be satisfied to be fully qualified. Training needs and experience requirements are referenced in the NWCG 310-1 and in this Manual.

The fire management training and job performance requirements will involve seasonal fire prevention, pre-suppression and suppression performance requirements only. Each Land Office and Unit operates somewhat differently on a day-to-day basis, while executing duties to meet the policies stipulated in Forestry Division Fire and Aviation Management Manuals. However, when engaged in fire prevention, pre-suppression readiness, detection, dispatching, suppression and post suppression activities, the duties and procedures of the various Land Offices and Units are very similar. Therefore, these job performance requirements apply Statewide to all seasonal fire management personnel.

For each Job Performance Requirement (JPR) there are specified action(s), condition(s), and standard(s). The action states what you must be able to do. The conditions state the situation in which you must be able to perform the action. The standard states how well you must be able to perform the action. Following each JPR will be TRAINING guidance. This section indicates the reference for obtaining the necessary information to complete the training that enables you to perform to a specified standard. Training references direct the trainer or firefighter to the publications, visual aids and/or training courses(s) which cover the subject in detail. The Firefighter's Qualification Test for your job will be based on the Job Performance Requirements, policy guidelines stipulated in the Forestry Division Prevention (700 Series), Presuppression (800 Series), Suppression (900 Series), the NWCG 410-1 Fireline Handbook and this manual. These manuals and the handbook are available at each Land Office or Unit.

Qualifications are not met the first day on the job, or the first week, or month. However, a progressive and regular training program accompanied by appropriate experience should bring you to full qualifications by the end of your first season in a specific position.

Seasonal Fire Management personnel are expected to meet job performance requirements by the end of their first season in a specific job status. If so, they meet the requirements of the job for which they were hired. If not, any further action will be at the discretion of their direct supervisor.

1163 **LOCAL GOVERNMENT**

Guidelines in this document apply when Local Government Forces or fire apparatus and personnel supplied by private contractors are hired by NRCG agencies within Montana. Initial guidelines were established May 1, 1991.

The term "Local Firefighting Resources" in this document refers to:

Local Government Forces:

- County, municipal, rural (e.g., town or city) equipment and personnel.
- Volunteer and paid personnel, from fire service organization(s).

Private Contractors: Privately-owned, for-profit entities, equipment or individuals that are not part of a Fire Service Organization.

NOTE: If an individual who is a member of a Fire Service Organization contracts himself/herself or his/her privately owned equipment under a separate agreement,

he/she is considered a private contractor and does not fall under any policy or rules pertaining to Fire Service Organizations.

1163.1 TRAINING STANDARDS

Effective January 1, 2004 - It is a POLICY of the of DNRC that Local Government forces hired by the DNRC will be fully qualified per the NWCG "Wildland and Prescribed Fire Qualification System Guide (PMS 310-1, January, 2000)."

Local Government Forces utilized within their own jurisdictions are responsible for meeting local standards. "Local Standards" (e.g., NFPA) are the minimum physical fitness, experience, training, and equipment standards, recognized within their counties or jurisdictional areas.

All firefighters hired by DNRC for use by NRCG agencies on wildland fires, and all structural firefighters assigned to structure fire fighting duties on wildfires must have completed at a minimum DNRC's Basic Wildland Firefighting (S-001) or an equivalent course recognized by NRCG (e.g., I-100, S-130, and S-190), and the "Standards for Survival" course. The 2000 revision of DNRC's "Basic Wildland Firefighting" meets the Standards for Survival requirement and NFPA 1051 Wildland Firefighter I Standard (2002).

All firefighters hired by DNRC for use by NRCG agencies, assigned to NWCG Type I or II engines, must be certified as a Firefighter I (NFPA Standard 1001) or be able to perform at the Firefighter I level as approved by the chief officer of the Fire Service Organization.

NOTE: Firefighters assigned to NWCG Type III, IV, V, VI, or VII engines for exterior structure protection do not need NFPA Firefighter I certification or equivalency.

DNRC will maintain training and experience records for Local Government personnel at and above the level of Strike Team/Task Force Leader, all Unit Leaders and ICT3 and above. Training and experience records below this level are to be maintained at the local level by Fire Chiefs or his/her designee.

1163.2 RED CARDS

DNRC will not issue Red Cards to Local Government below the level of Strike Team/Task Force Leader. The chief officer of each Fire Service Organization is responsible for ensuring that Local Government firefighters meet standards.

1163.3 PHYSICAL FITNESS STANDARDS

The following physical fitness standards apply to all firefighters hired by DNRC for use by NRCG agencies.

Effective January 1, 1998, all firefighters hired by DNRC for use by NRCG agencies, who are required to be Red Carded with an Arduous physical rating, must successfully pass the Pack Test at the Arduous level. This consists of carrying a pack weighing 45 lbs. for 3 miles in a time of 45 minutes or less. Please see guidelines **Work Capacity Test Administrator's Guide** (PMS 307) NFES #1109, Appendix 7. This document supersedes the previously published Work Capacity Tests for Wildland Firefighters: Test Administrator's Guide, USDA F.S. 1998, (9851-2810-MTDC) and DNRC 800 Manual: Section 813.

1164 PRIVATE CONTRACTORS

It is a POLICY of the DNRC that qualification and certification of private sector contract firefighters must be determined by a qualified private consultant wildland fire trainer as sanctioned by the Northern Rockies Coordinating Group (NRCG).

It is a POLICY of the DNRC that we do not provide training to private contractors and will refer all private contractors to approved NRCG Training Providers for training.

Private consultant wildland fire trainers must meet all instructor requirements of NWCG and can be sanctioned to certify (red card) at the level of their instructor qualifications by NRCG. NRCG will maintain a list of accredited wildland fire suppression instructors.

1. All wildland fire training which will ultimately benefit DNRC shall meet or exceed NWCG standards, as identified in instructional objectives contained in each course package and in the current NWCG 310-1, "Wildland and Prescribed Fire Qualifications System Guide."

2. Instructor qualifications and presentation standards shall meet or exceed those outlined in Field Managers Course Guide (Appendix 2) and PMS 907, NWCG Course Coordinator's Guide (Appendix 6)."
3. DNRC will **not** certify contractors' employees or educational institutions' trainees or instructors except where formal agreements are in place (DNRC has no agreements in place at this time).
4. Proper use of performance-based NWCG position task books (PTB's), as outlined in the PTB instructions, should be required of contractors and educational institutions. They should document actual incident experience of contractors' employees or institutions' students (trainees).
5. As consistent with NWCG 310-1 "Wildland and Prescribed Fire Qualifications System Guide," DNRC personnel may sign off on individual tasks of contractors' trainees but will not initiate or certify Position Task Books.

The Northern Rockies Coordinating Group has entered into Memorandum of Understanding (MOU) agreements with recognized private contractors and allows the contractors to certify and allows the board to accept this certification for purposes of employment provided the contractor meets the guidelines set forth in the MOU.

1164.1 **TRAINING MANAGEMENT**

1. DNRC encourages at the local level, to assist educational institutions in an advisory and support capacity, establishing or guiding wildland fire training programs consistent with applicable laws, regulations and policies. Programs should include both classroom and field performance-based training.
2. Memorandums of Understanding (MOU's) to formalize training advisory and support arrangements between DNRC members and educational institutions or recognized contractor associations are highly recommended. These MOU's should be done at the local level with educational institutions, and at a regional geographic board level with national contractor associations.
3. Certification of non-DNRC instructors and students is **not** the responsibility of DNRC, but rather that of educational institutions and/or recognized training contractors. This policy particularly includes contract instructors.

1164.2 **TRAINING MEMORANDUM OF UNDERSTANDING**

The Northern Rockies Coordinating Group (NRCG) Board of Directors has approved a process for entering into Memorandums of Understanding (MOU) with Training Providers for wildland and prescribed fire training.

This approval process is based on the 1994 National Wildland Coordinating Group position paper on Training, Qualifications and Certification for Non-NWCG Entities. NRCG recognizes Training Providers who have signed MOU's with other Geographic Area Coordinating Groups.

MOU's can be signed to accomplish the delivery of wildland and prescribed fire training, to administer the Work Capacity Tests or to certify individuals. Training Providers wanting to enter into agreements with NRCG should complete a MOU and Operating Plan and forward to the NRCG Executive Secretary (Tracey Nimlos, 406-329-3401 or e-mail: tnimlos@fs.fed.us) or Zone Training Representatives (who will forward to NRCG Executive Secretary) for approval by the NRCG Chairman. Copies of signed agreements will be forwarded to NRCG Zone Coordinators and Zone Training Representatives.

Potential Training Providers need to include a list of lead and unit instructors and their qualifications to instruct courses or monitor the work capacity test when forwarding a request for a MOU. Upon completion of training, the Training Provider will provide the NRCG zone training rep with information on individuals successfully completing the training. The NRCG secretary will distribute the information to appropriate field offices. Training Providers are encouraged to supply this information in an electronic format. A template can be provided for this purpose (Appendix 4).

It is important that Training Providers emphasize to their students that the completion of training does not guarantee employment by NRCG member agencies. NRCG zone reps will provide the following support to Training Providers:

1. Yellow cards (Training Verification Cards) or other documentation will be given to individuals who successfully complete training and/or the work capacity test. The individual will be required to present the card at the point of hire.

2. NRCG will maintain a website where Training Providers can locate information necessary to conduct training to NWCG standards. In addition the website will list Training Providers who have MOU's with NRCG. Also refer to Appendix 4 of this Manual for Current MOU information and templates.

http://www.fs.fed.us/r1/fire/nrcg/Training_MOU/index.htm

1164.3 **TRAINING PROVIDER MOU AUDIT PROGRAM**

The DNRC through the NRCG Zone Training Committees will participate in the Training Provider Audit Program where appropriate (see Appendix 4).

Under the terms of the Memorandum of Understanding the NRCG Zone Training Committee entered into a audit program for monitoring the compliance of Cooperators who have signed an MOU in their zones. Each zone will audit a sufficient number of Training Cooperators in its zone to be sure that all Cooperators are audited at least once every three years. The zones have the discretion to audit more often if they so desire. The audits do not need to be done by Zone Training Committee members. Anyone familiar with NWCG Course requirements and who has knowledge of the NWCG 310-1 and other reference materials can be authorized by the Zone Training Committee to conduct the audit.

It is suggested that the Zone Training Committee identify Cooperators to be audited. The audit should take place when the Cooperators are providing the service, normally in the winter and spring of the year. Once the Cooperator to be audited is selected, that Cooperator should be notified of the time and date of the audit. It is also appropriate to spot check courses that are being presented by any Cooperator within his/her zone.

Upon the completion of the audit a recommendation will be made to the Zone Training Committee for consideration. The Zone Training Committee can forward that recommendation to the NRCG Training Committee if necessary. The NRCG Training Committee can in turn forward the recommendation to the NRCG Board of Directors if it feels that action by the Board is warranted.

PRESCRIBED FIRE TRAINING

1170 PRESCRIBED FIRE TRAINING

Prescribed Fire, as used in these guidelines, is defined as a fire resulting from ignition by persons or natural causes that is burning in wildland fuels according to approved plans, confined to a specific area, and achieving resource management objectives.

The objective of fuel management is to establish and maintain vegetative conditions which are responsive to resource management goals and objectives, and which support resource management activities.

1171 PRESCRIBED FIRE POLICY

It shall be the POLICY of the DNRC to provide for the wise, controlled use of fire as a basic tool used in resource management practices on State and private lands in Montana. Planning, application techniques, and procedures will continually be refined and updated in order to develop, protect, and conserve state forest and range resources as per the State Forest Land Management Plan (SFLMP). The decision to use prescribed fire must include the consideration of cost effectiveness and safety.

1172 PRESCRIBED FIRE QUALIFICATIONS

It is a POLICY of the DNRC that ALL PERSONNEL functioning on behalf of the Department will be qualified according to the criteria defined in this section. DNRC Burn Bosses and others participating in prescribed fire will be fully qualified per the NWCG "Wildland and Prescribed Fire Qualification System Guide (PMS 310-1, January, 2000)."

DNRC Land Office Managers have the authority for administrative approval of prescribed fire operations conducted by their Land Offices. The DNRC Land Office Training Officer will maintain qualifications for prescribed burning for all personnel under his/her administrative control. The Training Officer in the Fire and Aviation Management Bureau will likewise maintain a list of the qualifications for prescribed burning for all personnel within the Fire and Aviation Management Bureau, Trust Land Management and Forestry Division on the Missoula Campus. From the technical approval standpoint, DNRC employees who write or approve Fire Use Plans, or function in a position on prescribed fire operations, will be considered fully qualified when they meet the following criteria commensurate with the approved Type of prescribed burn.

NOTE: Reference the 400 "Prescribed Fire" Manual for further information on Qualifications and Procedures.

FUNDING OF PRESCRIBED FIRE TRAINING

1. Northern Rockies Training Center or other Geographical Region Training--To promote the training needs of the prescribed fire program, funding should be made available from the respective Division. Unlike suppression courses where the Fire program pays for suppression courses regardless of the Division, each Division has the responsibility to fund personnel that attend prescribed fire courses. If an individual is primarily fire-funded, the cost of Prescribed Fire Courses at the Northern Rockies Training Center or other approved training plus per diem is funded by the Fire and Aviation Management Bureau. Forestry, Trust Land and other Division personnel who are not fire funded are responsible for all costs associated with the prescribed fire training. The proportion of the Northern Rockies Training Center bill that was for training non-fire-funded personnel will be charged to the appropriate budget organization. The cost is approximately \$300.00 per seat to attend a Northern Rockies Training Center Course.
2. Zone Prescribed Fire Training - Each Land Office will manage and fund prescribed fire training that is necessary for DNRC personnel within its own NRCG Zone.

FIRE SUPPRESSION TRAINING QUALIFICATIONS AND CERTIFICATION

1180 INTRODUCTION

This manual WILL include the NWCG 310-1, Wildland and Prescribed Fire Qualification System requirements. The 1100 Manual expands on the national qualifications and certification (Q & C) requirements. This has been done in order to provide for a Q & C program that supports the NWCG concepts, maintains DNRC agency specific requirements, and meets fire suppression personnel training and promotional needs.

1181 HISTORY

In 1985, the Department of Natural Resources and Conservation adopted the Incident Command System (ICS) as the agency's organizational system for wildland fire suppression. Previously, the Large Fire Organization (LFO) was used for project fire management. While under LFO, the Department utilized the National Interagency Fire Qualifications Guide (NIFQS) to determine personnel qualifications based upon training, experience and physical fitness. The transition to ICS required the use of a new qualifications and certification system; the ICS-310-1 serves as its guide. The Department of Natural Resources and Conservation uses the ICS-310-1 as the foundation of its qualifications and certification guide, the DNRC 1100 Manual, Wildland Fire Management Training.

Developed by the ICS Working Team (now Incident Operations Standards [IOSWT]) of the National Wildfire Coordinating Group; the guide delineated national standards for wildland firefighting personnel qualifications and certification. Wildland fire protection agencies in the Northern Region accepted these standards as minimum requirements for individual and interagency use of personnel. Each individual agency may require additional training, experience or physical fitness levels to meet its needs. The 1985 ICS-310-1 concerned itself primarily with the management level positions within the ICS (i.e., Strike Team / Task Force Leader and above). The 1100 Manual incorporates these national minimum requirements, detailed training needs, and specified experience and physical fitness requirements for both skill and management level positions within ICS for the department.

The intent of the revised qualifications and certification system and training curriculum sponsored by NWCG is to make the Q & C program performance based. Historically, wildland fire agencies have provided for extensive classroom training, but they have come up somewhat short in the area of providing trainee experience.

In addition, we have often required personnel with extensive experience background to attend training even though they did not need the development. They did, however, supposedly need to have their "ticket punched." This led to unnecessary training costs as well as bored trainees.

The graduate of nearly any training course came away with the opinion that the training program was poor, to say the least, and a waste of his/her time. This opinion was often evidenced whether the training materials of the course were any good or not.

In fact, the course materials were largely poor in content, pertinence and quality. Obviously, this did not add to the quality of the training experience, let alone the individual's ability to meet the requirements of the position and perform the job following training. Individual coordinators and instructors began to revise the course packages to improve individual quality, but in so doing also began a process of taking the standardization out of the curriculum. Another shortcoming of the historical LFO and the "old" ICS Q & C programs was evidenced in the evaluation of on-the job performance. Too frequently, evaluations were done at the last minute before demob, through the mail, or not at all.

The new ICS qualifications and certification system provides for a better method of performance based qualifications evaluation. Individuals will need to complete a Position Task Book (PTB) for that specific position prior to being carded as fully qualified. However, as we all know:

The integrity of any qualifications system is based on the integrity the individual evaluator maintains when using it. It will be just as easy to give credit for jobs completed with the Position Task Book as it was with the one sheet performance evaluation form.

In fact, the standard evaluation form will still be used for fully qualified personnel to document performance on individual incidents following their initial certification using the Task Book. Experience requirements will remain the same; a minimum of 1 experience within a five-year period for most positions (3 for aviation and dispatch positions) to maintain qualifications. The evaluation forms of the past will be needed to document that recurring experience.

1182 **QUALIFICATION AND CERTIFICATION**

Qualification and certification processes must follow NWCG guidelines as a minimum. For individual skill level positions within DNRC, below the Strike Team / Task Force Leader, additional agency specific needs are required.

"Grandfathering" of personnel through past certification processes is no longer allowed as of July 1, 1999.

The training, job aid and Position Task Book process will be used by DNRC for qualifications and certification of personnel. Regardless of the development path selected for individual employees, Task Books must be completed to achieve full qualifications beginning June 1, 1999.

Documentation of qualifications will require that the hard copy of the Task Book be on file and that archived training, experience and physical fitness records be in the computer records. Records kept prior to July 1, 1994, can be in hard copy form. The standard for qualification will be the NWCG 310-1 and this Manual.

The NWCG 310-1 contains the national requirements as a minimum. The 1100 Manual incorporates Department of Natural Resources and Conservation courses that meet national requirements as equivalencies, and includes additional requirements for specific positions to meet critical agency needs. These are primarily for positions subordinate to the Strike Team Leader level. This guide also contains requirements for DNRC positions specific to our operational need; i.e., County Fire Advisor (CFAD). The IQS system will accommodate these equivalencies for comparison to the NWCG curriculum and ICS-310-1 requirements.

1183

QUALIFICATIONS AND CERTIFICATION PROCESS

The Wildland and Prescribed Fire Qualification System is a “performance-based” qualification system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator certified in that position using approved standards outlined in the NWCG 310-1, Wildland and Prescribed Fire Qualification System Guide, Appendix A, Position Task Book Administration, and documented in an approved position task book (PTB).

In a performance-based system, qualification is based upon demonstrated performance as measured on wildland fires, prescribed fires, other incidents, normal job activities, in simulated exercises or classroom activities.

Personnel who have learned skills from sources other than actual performance on wildland and prescribed fires or NWCG curricula, such as agency specific training programs (structural fire, law enforcement, search and rescue, etc.), may not be required to complete specific courses in order to qualify in an NWCG position.

The qualifications and certification system utilizes the following paths to qualifications. they are: (Note: "S" = Skill course, I = ICS course, J if developed = Job Aid, PTB = Task Book)

#1

-----> S-339 + PTB-DIVS (NWCG)
. Well [Completed ?] ---> [YES] -----
. Experienced

TFLD - [NO] - DIVS

. Little
. Experience
-----> S-339 + PTB-DIVS (NWCG)
OR ---- [NO] <--- [Completed ?] ---> [YES] -----

#2

Qualifications Path #1

Taking the example of **JANE SMITH**, a fully qualified Task Force Leader (TFLD) targeted to become a Division Group Supervisor (DIVS).

As **SMITH'S** Supervisor or Training Officer, you have decided that she is well qualified as a TFLD with lots of experience. In order to become well qualified at TFLD, **SMITH** completed the following training or achieved those qualifications through subordinate position's Task Books along the way. In Path #1, the Recommended training may or may not have been completed.

Training

Required

S-339, Division/Group Supervisor
S-390, Fire Behavior Calculations
S-330, Task Force / Strike Team Leader
S-290, Intermediate Fire Behavior
*S-230, Single Resource Supervisor
*S-205/215, Operations in the Interface
*S-131/134 Squad Boss/LCES

Recommended

S-336, Fire Suppression Tactics

I-300, Intermediate ICS

S-381, Dynamic Leadership (L-380)

Qualifications Path #1, Training (Continued)

Required

- *S-190, Introduction to Fire Behavior
- *S-130, Basics of Firefighting

Recommended

*S-231 or 232 or 233 or 234 or 235 Dependent on whether SMITH came up through Crew Boss, Engine Boss, etc. Additional specific courses may also be recommended.

- *S-260, Fire Business Management Principles

*S-270/271, Basic Air/Copter Operations

*I-200, Basic ICS

*S-201, Fire Supervision, 2nd Edition

*S-212, Power Saws

*S-211, Portable Pumps and Water Use

*I-100, Introduction to ICS

* or Agency/Dept. equivalent training course

Experience Required

Prerequisite experience as a Firefighter 2, FFTR1/Squad Boss, Single Resource Supervisor, ICT4 Satisfactory performance as TFLD. The documentation of experience and prerequisite qualifications is the completed Task Book for each position.

Physical Fitness

Arduous Pack Test score (3 miles with a 45-pound pack in 45 minutes or less)

Qualification and Certification

If **SMITH** is able to fully complete the PTB for Division/Group Supervisor through one or several trainee/evaluation incident periods, then the final evaluator signs off that Smith has met the requirements. **It is then up to the Home Unit to issue certification (inside front cover of PTB) and maintain the Task Book on file.** A copy of the certification is given to the employee.

If **SMITH** fails to complete the PTB within five years, she goes through the Job Aid and Task Book process again.

#1

-----> S-339 + PTB-DIVS (NWCG)
. Well [Completed ?] ---> [YES] -----
. Experienced

TFLD - [NO] - DIVS

.
. Little
. Experience
-----> S-339 + PTB-DIVS (NWCG)
OR ---- [NO] <--- [Completed ?] ---> [YES] -----

#2

Qualifications Path #2

Taking the example of **JIM RODGERS**, a fully qualified Task Force Leader (TFLD) targeted to become a Division Group Supervisor (DIVS).

As **RODGERS'** Supervisor or Training Officer, you have decided that he is minimally qualified as a TFLD with average performance on 2 or 3 experiences. In order to become qualified at TFLD, **RODGERS** completed the following training or achieved those qualifications through subordinate PTBs along the way. In Path #2, the ***Recommended Training*** may or may not have to be completed as before. However, this time you feel that **RODGERS'** experience is insufficient to meet the requirements of the DIVS PTB. You may require additional experience and some or all ***Recommended Training***. You must then send him to required training. At the conclusion of training, he is given the Job Aid (if developed) and NWCG Task Book for DIVS.

Training

Required

S-339, Division/Group Supervisor
S-390, Fire Behavior Calculations
S-330, Task Force/Strike Team Leader
S-290, Intermediate Fire Behavior
*S-230, Single Resource Supervisor
*S-205/215, Operations in the Interface
*S-131/134 Squad Boss/LCES
*S-190, Introduction to Fire Behavior

Recommended

S-336, Fire Suppression Tactics

I-300, Intermediate ICS

S-381, Dynamic Leadership (L-380)

Qualifications Path #2, Training (Continued)

Required

*S-130, Basics of Firefighting

*S-260, Fire Business Management Principles

* or Agency/Dept. equivalent training course

Recommended

*S-231 or 232 or 233 or 234 or 235 Dependent on whether SMITH came up through Crew Boss, Engine Boss, etc. Additional specific courses may also be recommended.

*S-270/271, Basic Air/Copter Operations

*I-200, Basic ICS

*S-201, Fire Supervision, 2nd Edition

*S-212, Power Saws

*S-211, Portable Pumps and Water Use

*I-100, Introduction to ICS

Experience Required

Prerequisite experience as a Firefighter 2, FFTR1/ Squad Boss, Single Resource Supervisor, ICT4 Satisfactory performance as TFLD. The documentation of experience and prerequisite qualifications is the completed Task Book for each position.

Physical Fitness

Arduous Pack Test score (3 miles with a 45-pound pack in 45 minutes or less)

Qualification and Certification

If **RODGERS** is able to fully complete the PTB for Division/Group Supervisor through one or several trainee/evaluation incident periods, then the final evaluator signs off that he has met the requirements. **It is then up to the Home Unit to issue certification (inside front cover of PTB) and maintain the Task Book on file.** A copy of the certification is given to the employee.

If **RODGERS** fails to complete the Task Book, then he goes back to S-339 and goes through the Job Aid and Task Book process again, or more probably, spends more time at the TFLD level before moving on.

Concerns

Naturally, Supervisors and Training Officers will question, "What constitutes lots of experience or "well qualified" and what is minimum as used in the example above. Judgments made regarding individual experience levels should be made in consultation with the employee during performance appraisals when formulating individual development plans.

These parameters will be recommended in this review edition of standards and guidelines.

Well Qualified

Personnel meets all certification requirements for the position subordinate (i.e., TFLD) to the targeted position (i.e., DIVS). The employee has performed the subordinate position 3-5 times within the current 5 year period (3 years for aviation positions) on hot line fires prior to containment and control.

Minimum

Personnel meets all certification requirements for the position subordinate (i.e., TFLD) to the targeted position (i.e., DIVS). The employee has performed the subordinate position 1 or 2 times within the current 5-year period (3 years for aviation positions) on fires that do not necessarily include hot line or the assignment was initiated following containment and control.

Your input as Supervisor or Training Officer concerning these parameters is vital. Also, consideration must be given to whether these parameters should apply only to Operations positions, or all ICS functional positions.

AN IMPORTANT NOTE: Trainee requirements include completion of all required training courses and prerequisite experience prior to obtaining an initiated PTB. The only exceptions are those Command and General Staff positions that include S-420, S-520, and S-620 as required training.

1184 **INCIDENT QUALIFICATIONS (RED CARDS)**

It is a POLICY of the DNRC to COMPLY with the NWCG Certification procedures, per NWCG Wildland and Prescribed Fire Qualification System Guide, PMS 310-1.

DNRC individuals can be certified by the home Unit, DNRC Land Office, fire training personnel or Fire Training Staff only. In order to maintain accurate files and the orderly transfer of the document the following rules apply:

At the Home Unit -- certified by the Unit Fire Supervisor

At the Land Office -- certified by the Land Office Training representative

The following positions may also be approved to certify:

Area Fire Management Specialist
Area Fire Program Manager or Rural Fire Coordinator

Forestry Division -- Fire Training Development Specialists
Fire Training and Prevention Supervisor

A Unit, Land Office of the Fire and Aviation Management Bureau may establish a Red Card/Certification Committee to determine certification of individuals in their organizations.

Montana DNRC **will** use the Incident Qualifications System (IQS) computer software program to maintain personnel fire training records, regardless of affiliation with zone dispatch centers, and/or interagency, co-location and/or coordination set-ups. It is essential that the agency utilize one record keeping process. It is **NOT** at the option of the Land Office or Unit to utilize the USFS or DOI fire qualifications and certification record keeping system in lieu of IQS.

1185 TASK BOOKS

It is a *POLICY* of the DNRC to COMPLY with the NWCG Task Books procedures, per NWCG Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, Appendix A, Position Task Book Administration.

1. Position Task Books can be issued by the home Unit, DNRC Land Office fire training personnel or Fire Training Staff only. In order to maintain accurate files and the orderly transfer of the document the following rules apply:

At the Home Unit -- issued by the Unit Fire Supervisor
At the Land Office -- issued by the Land Office Training representative

The following positions may also be approved to certify:

Fire Management Specialist
Area Fire Program Manager or Rural Fire Coordinator

(or at their discretion, the Dispatcher in the case of interagency dispatch centers)

Forestry Division -- Fire Training and Prevention Staff

When issuing the Task Books, it is the above person's responsibility to ensure that the front page of the document is full and complete and accurate.

2. Task Books can also be issued on the incident by a designated Training Specialist and with approval by the home unit.
3. The individual trainee will keep and maintain the Task Book until it is fully completed. He/She should keep it with his/her fire gear as part of his/her preparation for possible dispatches.
4. When the Task Book is completed, the trainee should duplicate the document and send it to the person who issued the Task Book listed in #1 above.
5. The fire training representative or Unit Fire Supervisor who issued the Task Book should review the document to ensure it is complete, contains each evaluators' signature as is appropriate with each task, and the final evaluator's signature on the inside front cover of the Task Book.
6. The individual who issued the document, or another of the positions listed in #1 above must complete the Agency Certification on the inside front cover of the Task Book. The Task Book original is then filed and kept by the appropriate Land Office or Forestry Division staff fire training personnel.
7. The final experience is documented as "Qualified" in the computer training records and a completed date for the individual is credited to the "Task Book" section of the IQS database for that individual.
8. The PTB must be completed within the three-year time limit. This time limit is three years from the time the first task is evaluated until the task book is complete. If it is not completed, the trainee must begin the process anew.

Montana DNRC **will** use the Incident Qualifications System (IQS) computer software program to maintain personnel fire training records.

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JOB AIDS

Job Aids are "how to" books to assist an individual in performing specific tasks associated with a position. They are considered part of the fire training curriculum, but lack the structure of a formal course. They have no instructors, course administrators, or prerequisites, and there is no certificate issued for their completion. Job Aids may be used by an individual in a trainee position, if the trainee has not completed the position task book for that position. They may

continue to be used after the individual has become qualified, as an aid or refresher for doing the job. The following is a list of the job aids currently available or under development. Order by NFES number.

J-236 NFES 2508 Staging Area Manager 1998
J-252 NFES 1555 Ordering Manager 1998
J-253 NFES 1244 Receiving and Distribution Manager 1998
J-254 NFES 1532 Base/Camp Manager 1998
J-255 NFES 1558 Equipment Manager 1998
J-257 NFES 1533 Incident Communications Center Manager 1998
J-259 NFES 1246 Security Manager 1998
J-342 NFES 1909 Documentation Unit Leader 1999
J-375 NFES 1262 Air Support Group Supervisor 1997
J-445 NFES 2387 Training Specialist 1993
NFES 2400 Expanded Dispatch Job Aids

1187 **TRAINING EQUIVALENCIES**

NWCG provides guidance that the block of numbers S-000 through S-099 are agency specific. This provides an avenue for agencies to use equivalencies to the national courses. Most often this need is directed by agency needs for specific positions.

A good example of this process is DNRC's Engine Boss/Incident Commander Type V. The national minimum standards do not provide a training curriculum suitable to meet the performance requirements of this position.

While DNRC seasonal training may not be identical to some course packages of the 100 and 200 level curricula, the elements of the training meet the objectives of those courses. Equivalency will be granted when this occurs.

On the one hand, a combination of DNRC training courses may be needed to meet the NWCG equivalent. On the other, one DNRC training course may meet the agency needs of more than one NWCG course. The following table delineates the most common combination of these circumstances.

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WILDLAND FIRE TRAINING COURSE EQUIVALENCIES**

DNRC TRAINING COURSE(S)	NWCG or OTHER EQUIVALENT COURSE(S)
** S-001, DNRC Basic Firefighter (must include, or be followed by Standards for Survival, First Aid training, and power saws, water and pumps training at the Unit)	I-100, Introduction to ICS S-110, Basic Fire Orientation S-130, Basics of Firefighting S-190, Introduction to Fire Behavior S-211, Portable Pumps and Water Use S-212, Power Saws
** S-002, DNRC ICS General Familiarization (no longer offered)	I-100, Introduction to ICS
** S-003, DNRC Life in Fire Camp (mandatory only if S-001 is not taken)	S-110, Basic Fire Orientation
D-004, DNRC Radio Operator (no longer offered or maintained)	None
S-005, DNRC Lookout	None
S-006, DNRC Aerial Observer (no longer offered or maintained)	None
** S-007, DNRC, Initial attack Engine Squad School/ICT5	S-133, Look Up, Look down, Look Around S-201, Fire Suppression, 2 nd Edition S-231, Engine Boss (Single Resource)
** S-008, DNRC Senior Engine Boss / Fire Team Leader	None

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WILDLAND FIRE TRAINING COURSE EQUIVALENCIES**

DNRC TRAINING COURSE(S)	NWCG or OTHER EQUIVALENT COURSE(S)
** S-013, Standards for Survival (8 hours)	S-132, Standards for Survival
S-014, DNRC Standards for Survival / Fire Shelter Refresher (4 hours) see Chapter 4, Safety Training, Section 1141	None
S-015, Look Up, Look Down, Look Around	S-133, Look Up, Look Down, Look Around
S-016, DNRC Type VI Engine Driver / Operator	S-216, Driving for the Fire Service
S-017, DNRC Type III Engine Driver / Operator	S-216, Driving for the Fire Service
S-020, DNRC Basic Wildland Firefighting (must include, or be followed by Standards for Survival, First Aid training, and field performance skills evaluation that presents firing devices, transportation requirements of S-130)	S-110, Basic Fire Orientation S-130, Basics of Firefighting S-190, Introduction to Fire Behavior
*** S-021, DNRC Intermediate Wildland Fire Fighter	S-133, Look Up, Look Down, Look Around S-200, Initial Attack Incident Commander
** S-023, DNRC County Fire Advisor	None
** S-030, DNRC Helicopter Operations	None
** S-031, DNRC Helicopter Manager	None
** S-040, Hazardous Materials Awareness	Union Pacific Railroad Hazardous Materials Awareness J.J. Keller and Associates Hazardous Materials Awareness or equivalent
S-050, DNRC Level 3 Fire Investigation	None

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WILDLAND FIRE TRAINING COURSE EQUIVALENCIES**

DNRC TRAINING COURSE(S)	NWCG EQUIVALENT COURSE(S)
S-060, DNRC Probeye Operator (no longer offered)	None
M-001, First Aid	First Aid portion of S-130
M-002, Cardio Pulmonary Resuscitation	None
M-100, Emergency Medical Technician	This is not a DNRC provided training course. The state certification requirements are followed. This is designated as an "S" course only to have it entered into the IQS Database for carding purposes
** S-090, DNRC Fire Business Management Principles	S-260, Fire Business Management Principles
A-001, DNRC Line Officer / Line Officer Representative	None
E-210, Effective Fire Management Presentations	M410 - Facilitative Instructor FTS Instructor I
*** S-021, IWFF Successful completion of IWFF meet or exceeds the minimum training necessary to initiate and issue the PTB for ICT5	

LAST FIVE YEARS EXPERIENCE REQUIREMENT--The experience portion of qualifications needs. Once training and physical fitness are met, the individual must satisfactorily perform one of the jobs listed within a five-year period (three years for aviation and dispatch positions) in order to maintain the qualification listed under POSITION NAME.

RECERTIFICATION – When re-certification is necessary due to lack of currency, it is recommended that the individual experience a minimum of three operational periods, under the supervision of an evaluator, before re-certification is granted. However, re-certification is a determination that each certifier at the Area or Unit must make based on task evaluations, position performance evaluations and his/her own judgment of the quality of the individuals training and experience.

WORK CAPACITY REQUIREMENT - Work Capacity test and the acronym detailing the required level to obtain the work capacity levels of the qualifications needs for that position. See Fire Pre-suppression (800 Manual), Section 813.

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WORK CAPACITY TEST REQUIREMENTS FOR FIRE ACTIVITIES

Beginning January 1, 1998, the Work Capacity Test will be used by Montana DNRC to measure job-related work capacity. The Step Test and the 1-½ mile run will no longer be used to establish aerobic fitness scores. The National Wildfire Coordinating Group (NWCG) working in conjunction with the Missoula Technology Development Center (MTDC) has recently approved and released the **Work Capacity Test Administrator's Guide** (PMS 307) NFES #1109, Appendix 7. This document supersedes the previously published Work Capacity Tests for Wildland Firefighters: Test Administrator's Guide, USDA F.S. 1998, (9851-2810-MTDC).

It is a POLICY of the DNRC to COMPLY with the NWCG Work Capacity Test Administrators Guide (PMS 307, April 2003) procedure as amended in this section.

A download of the guide can be found on <http://www.nwcg.gov/pms/pubs/pubs.htm>. The companion PowerPoint and VHS video programs are still in the final editing modes. You do not need these AV aids to administer the Work Capacity Tests (WCT). The only major changes to administering the WCT affecting the DNRC personnel are documentation needs. Currently, DNRC is not requiring DNRC employee testing candidates to undergo a mandatory medical exam by a physician. It is **highly recommended** that those DNRC employees who have or suspect they have a serious medical condition consult their personal physician before practicing or taking a Work Capacity Test. **ALL DNRC EMPLOYEES shall complete the revised Health Screening Questionnaire (HSQ) and Informed Consent For Work Capacity Test documents.** These new documents replace the original 1998

Par-Q & You health questionnaire.

One should double-side copy Appendices B and C of the new 2003 WCT Administrator's Guide to be signed by each DNRC work capacity testing applicant. This document is then returned and retained by the local DNRC WCT Administrator indefinitely. Testing Administrators shall continue using a Work Capacity Test Data Sheet; Appendix D of the guide has a sample document. Also, written documentation should be provided to candidates who successfully complete a Work Capacity Test.

Please remember, DNRC shall **only** conduct Work Capacity Tests for DNRC permanent, seasonal, potential DNRC EFFs (e.g. RFD members we put on our payroll) and other State of Montana cooperating employees. **DNRC does not provide Work Capacity Testing to non-DNRC employees or to private contractors.**

Following are categories of work capacity standards and corresponding ratings:

<u>Working Conditions</u>	<u>Pack Test Time and Requirements</u>	<u>Altitude Adjustment</u>
Light	No pack 1 mile 16 minutes or less	4000'+, add 10 sec. 5000'+, add 15 sec. 6000'+, add 20 sec. 7000'+, add 25 sec. 8000'+, add 30 sec.
Moderate	25 lb. pack 2 miles 30 minutes or less	4000'+, add 20 sec. 5000'+, add 30 sec. 6000'+, add 40 sec. 7000'+, add 50 sec. 8000'+, add 60 sec.
Arduous	45 lb. pack 3 miles 45 minutes or less	4000'+, add 30 sec. 5000'+, add 45 sec. 6000'+, add 60 sec. 7000'+, add 75 sec. 8000'+, add 90 sec.

The Interagency Red Card System requires indication of work capacity for all individuals. With the Pack Test, the appropriate level of fitness will now be checked, but a specific score will NOT be entered.

Designation(s) for work capacity levels are:

A = Arduous
M = Moderate
L = Light
N = None

Redcards for permanent personnel, seasonal personnel, and emergency firefighters (EFF's) can be printed and issued by the Unit, Land Offices and the Forestry Division, or as per guidelines described in the publication, "Mobilization of Local Government Forces." Redcards will only be issued when appropriate work capacity levels on the Pack Test have been achieved in accordance with training and qualifications and certification standards and guidelines.

References:

DNRC Mobilization of Local Government Forces Guidelines.
PMS 310-1, NFES 1414; NWCG Wildland Fire Qualifications and Certification Subsystem.
Fitness and Work Capacity, second edition PMS #1596, Missoula Technology and Development Center, # 9751-02812-MTDC, **with** Questions and Answers addendum.

1188.1 **TEST ADMINISTRATOR RESPONSIBILITIES:**

The Work Capacity Test Administrator must:

1. Be qualified, or provide for personnel qualified in both Basic First Aid and Cardio-Pulmonary Resuscitation (CPR).
2. Provide appropriate medical assistance as needed.
3. Ensure that working communications capability is available at the test site. This includes radio communications and cell/mobile phone capability if applicable. The communications equipment is to be tested immediately prior to initiating the work capacity test.
4. Ensure that trained assistants are present as needed. Dependent on the course design and layout, the administrator will need one to three assistants (see "Recommendations"). Assistants must be familiar with the test requirements and how to use communications equipment.

5. Provide a reliable scale to weigh packs before and after the test. The tri-pod type scales used in helicopter operations would be recommended. You will need an accurate stopwatch to record the times.
6. Review and be familiar with the test course location, elevation and the course's physical condition.
7. Ensure that all test candidates **complete the revised Health Screening Questionnaire (HSQ) and Informed Consent For Work Capacity Test documents**. These new documents replace the original 1998 **Par-Q & You** health questionnaire.
8. Provide a full briefing of the course layout, directions and test requirements, by test level, to personnel taking the work capacity test.
9. Provide drinking water at the test course end site. Complete the Work Capacity Test Record (F-1104) and submit it to the Unit, Land Office or Division level personnel responsible for qualifications and certification (redcards) at the conclusion of the test.
10. Work Capacity Test forms are filed specifically as such in file code section 320.2.
11. Completed forms are filed in each individual's training folder. For candidates from other agencies, you must submit a letter to that agency (similar to a training course completion letter) and maintain a copy of that document under 320.2.

1188.2 **RECOMMENDATIONS**

1. Have an alternate test site. Review the test course layout well in advance. If walking conditions are hazardous, or will affect the test candidates time, consider changing test sites or postponing the test. Examples are wet, muddy conditions, excessively low or high temperatures, wind. Other unsuitable conditions may apply.
2. Test courses can have several designs. It is important that the course be well signed for direction and meet the slope requirements of the test.
3. Invite the local fire department to attend the test. Provide fire department members with an opportunity to take the test. Ask them to attend the test site with the equipment and qualified personnel with which they would respond to medical emergencies. Ask them to stand by until the conclusion of the test.

4. Provide a specific announcement 4 to 6 weeks in advance of the test. It is recommended to do so during the first two weeks of March (at the latest); anticipating the beginning of testing in mid-April.

Doing so will allow field offices to notify returning seasonals of the work capacity test level commensurate with their position requirements.

Notice will also provide full advance knowledge of test requirements and a proposed or general scheduling of testing opportunities. Personnel may wish to practice for the test. Unit, Land Office and Division personnel can provide personnel with equipment for practicing the work capacity test. This equipment should be signed out to the individual. The best recommended practice site is the one where the test will be held. It is highly recommended that the Health Screening forms be completed prior to practicing for the work capacity test and/or immediately prior to taking the test.

1188.3 **TEST COURSE DESIGN**

Running Track--A running track at a local school or park may be ideal. You should be able to see all participants during the test. The test administrator will then be able to ensure that participants complete the test correctly, as well as observe those that may be having difficulty. It is important to measure the track as it may be set-up in yardage or meters.

Loop--A closed loop course of some sort is ideal. Keep in mind the slope constraints. A loop track larger than a running track will increase the need for assistants. You will need to post personnel at the ½ mile mark (1-mile Walk Test -- out and back); the 1-mile mark (2-mile field Test with 25-pound pack, out and back). Obviously, a one-mile loop will fit the work capacity test well. One lap, two or three, dependent on the work capacity level needed for the participants, will be completed

Straight (length varies)--A straight, up and back course will allow adequate space (if wide enough for people to pass two or three abreast and distance can be “fit” as needed). It is recommended that a straight track be at least 1/4 mile in length, one-half mile being preferred.

Courses should be on a firm, graveled surface. The course can be composed of pavement; however, this is not recommended.

PREREQUISITE POSITION REQUIREMENT

The positions listed in the 310-1 are required prerequisites to advancing to the position listed under POSITION NAME. An individual must be fully qualified in one of the prerequisite positions prior to advancing to the next level of training for a higher position. Certain positions have additional requirements. In the Operations Section, the positions followed by an asterisk (*) must be filled in the following manner:

1. As a trainee.
2. The number of times listed on fires that are uncontained and uncontrolled for a minimum of one operational period. Filling the position strictly in a mop-up situation will not count toward full qualifications.

The NWCG-310-1 should be utilized for remaining positions. “Additional Courses which Support the Development of Knowledge and Skill” are not required for DNRC personnel; however, the individual must possess the knowledge and skills to perform the job prior to being certified. Please review NWCG 310-1 for further clarification.

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WILDLAND FIRE MANAGEMENT QUALIFICATIONS AND CERTIFICATIONS GUIDE**

OPERATIONS SECTION

POSITION	REQUIRED TRAINING	RECOMEND TRAINING	C A P A L W C E O I V R T E K Y L	PREVIOUS EXPERIENCE REQUIREMENT	POSITIONS TO MAINTAIN CURRENCY	REMARKS
Firefighter (FFT2)	L180 S001S002 M001S009S013 M002S030S211 S040 S070 S071 I100	S212 S016	A	None	FFT2 FFT1	Use NWCG FFT1 PTB Training materials located in DNRC Wildland Firefighter II, I, Technical Lesson Plans and Skill Drills I.G.
Advanced Firefighter / Squad Boss (FFT1)	S131 S016	S017 S090 I200 S212	A	FFT2	FFT1 ENGB ICT5	Use NWCG FFT1 PTB

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WILDLAND FIRE MANAGEMENT QUALIFICATIONS AND CERTIFICATIONS GUIDE**

INCIDENT COMMAND

POSITION	REQUIRED TRAINING	RECOMEND TRAINING	C A P A L W C E O I V R T E K Y L	PREVIOUS EXPERIENCE REQUIREMENT	OTHER POSITIONS TO MAINTAIN CURRENCY	REMARKS
DNRC Engine Boss (ENGB) Incident Commander TypeV (ICT5)	S001 S002 S007 S008 S009 S013 S030 S031 P100 P200 S290 S230 S133	I200 L280 S260 S215 S234 S270	A	FFT1	FFT1 ENGB	Use NWCG CRWB/ENGB and ICT5 PTBs. Training materials located in DNRC Wildland Firefighter II, I, ICT5 Technical Lesson Plans and Skill Drills I.G.
Incident Commander Type IV (ICT4)	S215	I200 S200	A	ICT5 FFT1 ENGB	ICT5 FFT1 ENGB	Use NWCG ICT4 PTB
County Fire Advisor (CFAD)	See DIVS + S023	S300 S370 L380 Line Officer Training	A	STLD DIVS TFLD	DIVS	

**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
WILDLAND FIRE MANAGEMENT QUALIFICATIONS AND CERTIFICATIONS GUIDE**

AIR OPERATIONS

POSITION	REQUIRED TRAINING	RECOMEND TRAINING	C A P A L W C E O I V R T E K Y L	PREVIOUS EXPERIENCE REQUIREMENT	POSITIONS TO MAINTAIN CURRENCY	REMARKS
DNRC Aerial Observer (AERO)	I100 M001 M002 S006 S013/014 S190	S001 L180 S270 S290	N	NONE	AERO HELB	Annual Local Area Aircraft Radio/GPS use Fire Behavior Refresher training
DNRC Helitender Driver (AFUL)	S001I100 M001 M002S013S016 S017 S030 S040	L180	L	NONE	AFUL	MT CDL with H/T/AB endorsements required
Helicopter Crew Member (HECM)	S030 S271	S006	A	FFT2	HECM	Use NWCG HECM PTB
DNRC Helicopter Manager (HELB)	S230 S030 S290 Annual DNRC Helicopter WS	I200 L280 S260	A	HECM	HELB	MT CDL with H/T/AB endorsements required Use NWCG CRWB-HELB PTB
DNRC Helicopter Manager (HELB)	S230 S030 S290 Annual DNRC Helicopter WS	I200 L280 S260	A	HECM	HELB	MT CDL with H/T/AB endorsements required Use NWCG CRWB-HELB PTB

POSITION	REQUIRED TRAINING	RECOMEND TRAINING	C A P A L W C E O I V R T E K Y L	PREVIOUS EXPERIENCE REQUIREMENT	POSITIONS TO MAINTAIN CURRENCY	REMARKS
DNRC Helicopter Manager (HELB)	S230 S030 S290 Annual DNRC Helicopter WS	I200 L280 S260	A	HECM	HELB	MT CDL with H/T/AB endorsements required Use NWCG CRWB-HELB PTB
Helicopter Mngr.CWN (HCWN)	S372 COR NR Biannual CWN Helicopter W.S.	I200 S260	M	HECM + HELB or ENGB	HCWN	Use NWCG HCWN PTB
FIRE PREVENTION						
DNRC Prevention Team Leader/Area Prevention Specialist (PREV)	I100 M001M002 P100 P200 S013 S014 S016	S001 S016 S203 S205 S260 FI-151 (P-151) P-301 S290	N	NONE	ENGB	Recommended training and participating on National Fire Prevention Team
DNRC Lookout (LOOK)	I100 M001/002 S005 S013/014 S110	S016 S290	N	NONE	AERO ENGB LOOK RADO	Local annual refresher training

POSITION	REQUIRED TRAINING	RECOMEND TRAINING	C A P A L W C E O I V R T E K Y L	PREVIOUS EXPERIENCE REQUIREMENT	POSITIONS TO MAINTAIN CURRENCY	REMARKS
DISPATCHER						
DNRC Radio Operator (RADO)	D004 I100 M001 M002	D110 S110 S260 S261	N	NONE	LOOK RADO IADP	
DNRC Initial Attack Dispatcher (IADP)	D110, I100 J110 M001 M002	D310 I200 S260 S261	N	NONE	EDRC EDSD IADP RADO	